

**DIOCESE OF STOCKTON
VEHICLES OWNED BY VOLUNTEERS USED
ON PARISH/SCHOOL BUSINESS**

Volunteers may, from time to time, use their personal vehicles on parish/school business. They must, of course, provide insurance for accidents involving their own vehicles. It is important to note here that parishes/schools and other organizations are legally liable for the acts of volunteers. *“If volunteers drive their own cars on your behalf, you very well may end up paying for their accidents.”*

Chartered transportation, with driver provided, is preferable. Certificates of Insurance must be provided by the charter company and a liability limit of \$5,000,000 is required. Use of private automobiles for transporting large groups on field trips must be avoided whenever possible.

If volunteer vehicles are to be used in conjunction with parish/school events or business, observances of the following guidelines are suggested.

- REDUCE THE USE OF VOLUNTEER VEHICLE TRANSPORTATION SERVICES TO THE ABSOLUTE MINIMUM. Necessity should be the watchword.
- Drivers must be over 21 (preferably over 25) years of age. **All drivers must be screened carefully.** Age and health as well as physical and mental condition should be considered.
- Drivers must provide evidence of a valid, unrestricted driver’s license.
- The driver must provide evidence of liability insurance on the vehicle to be used. We require a \$100,000 per person/\$300,000 per accident limit of liability for bodily injury and property damage to be a minimum for parish/school purposes. This is not to suggest that this limit is adequate for anyone else’s purposes.
- One seat belt must be provided for and used by each vehicle occupant.
- No more than nine persons, including the driver, may be transported in any private vehicle or in other vehicles except in an official school bus or by a charter company. No private (non-chartered) vehicle, including vans, with more than nine seats should be used. (15-passenger vans may not be used.)

- No driver shall transport any child without providing and properly securing the child in a child passenger restraint system, unless that child is at least 6 years of age or weighs 60 pounds or more. The restraint system must be furnished and installed by a parent.
- Driver must complete and submit to the parish/school the Driver Information Form and the form should be kept on file at the site.
- Motorcycles may not be used.

OPERATION OF VEHICLES OWNED BY OTHERS

Parish/school employees and volunteers must be instructed not to drive motor vehicles that belong to others in conjunction with parish/school events. Car washes and valet parking are obvious examples of operations where motor vehicles belonging to others may be operated. Car washes should be arranged so that patrons drive their own cars. Valet parking must be avoided unless it is operated by contractors who provide evidence of insurance and required additional endorsements.