



**DIOCESE OF SALT LAKE CITY
OFFICE OF SAFE ENVIRONMENT**

VEHICLE SAFETY POLICY

The diocese has formulated a vehicle safety policy: It is required by the Catholic Umbrella Pool II (CUP II). CUP II is a liability insurance pool of 47 small dioceses around the country in association with Catholic Mutual Group, which provides an additional layer of liability insurance coverage above the liability coverage provided by Catholic Mutual's basic property insurance policy. Since many large liability claims are related to automobile safety, this policy is mandated.

DIOCESAN VEHICLE SAFETY

1. Any employee or volunteer whose duties include driving buses or vans must obtain appropriate state certification and provide same to his or her supervisor. This certification will be included in the employee's file and/or retained by the volunteer's supervisor.
2. A motor vehicle record check will be run on all employees whose primary duties require the driving of a motor vehicle.
3. A driver (employee or volunteer) of a bus or a van who causes an accident, or who is involved in more than one accident in one year, or who is cited for a moving violation, shall be required to attend a defensive driving course per state requirements. The pastor, or the administrator of the entity that employs the driver must obtain written verification that the course was successfully completed. This verification must be included in the driver's file.
4. No one will be hired as a bus or van driver, or be allowed to serve as a volunteer, who has any of the following citations or convictions in the last three years:
 - a) Driving under the influence of alcohol or drugs.
 - b) Hit and run.
 - c) Failure to report an accident.
 - d) Negligent homicide arising out of the use of a motor vehicle.
 - e) Operating a vehicle during a period of suspension or revocation.
 - f) Using a motor vehicle for the commission of a felony.
 - g) Operating a motor vehicle without owner's authority contrary to Utah law.
 - h) Permitting an unlicensed person to drive.
 - i) Reckless driving.
 - j) Speed contest
 - k) Any combination of accidents and moving violations, which total three.

5. All volunteer drivers will be required to complete the *Driver Information Form*. These forms will be updated annually. It is the responsibility of the local program supervisor to facilitate this process.
6. Records will be maintained on the formal annual inspections required for Utah State licensing of motor vehicles.
7. Seat belts are required to be worn when operating or riding in all vehicles according to Utah State law. It is the driver's responsibility to verify that all passengers are wearing seat belts.
8. Each driver, whether an employee or volunteer, will observe and obey all applicable Utah laws.
9. There must be compliance with the following preventative maintenance program for each vehicle covered by the diocesan fleet insurance policy. Complete records will be maintained at each entity verifying compliance with this program.
10. Under no circumstances may a 10 to 15 passenger van be utilized for the transport of individuals.

AUTOMOBILE AND BUS MAINTENANCE SCHEDULE

Every 5,000 Miles

- Change the engine oil
- Change the oil filter
- Lube the chassis
- Check all fluid levels valve
- Check all drive belts
- Check all hoses

Every 15,000 Miles

- Replace air filter and element
- Replace fuel filter
- Replace crankcase ventilation

Every 24,000 Miles

- Change the transmission Fluid & filter

Every Six Months

- Rotate the tires
- Inspect brake linings
- Inspect the hoses
- Inspect the power steering
- Inspect the shocks

Every Year

- Complete safety inspection as required by Utah automobile licensing regulations.
- Tune up of engine preferably in the fall of each year

Every Two Years

- Antifreeze should be drained and the system flushed.
- Refill with antifreeze and a water pump lubricant