

The Archdiocese of Milwaukee
Protected Self-Insurance Program
Transportation Policy

Regulations for Use of Parish-Owned Vehicles

Below is an outline of requirements that must be met for the use of vehicles titled to the parish:

1. No parish may own or operate, through borrowing, leasing or rental, a 10-15 passenger van for the transportation of children or adults. The only exception to this policy is that a 10-15 passenger van may be used for the transportation of cargo. In this circumstance, in addition to the driver, an adult passenger may be seated and belted in the front passenger seat.
2. Drivers must be 21 years of age or older.
3. Drivers must have a valid, non-probationary driver's license and no physical disability that could in any way impair his or her ability to safely drive the vehicle.
4. Parish-owned vehicles cannot be used for the personal use of a parish employee and/or volunteer.
5. Liability and collision insurance is provided automatically for vehicles titled to the parish via the Archdiocese of Milwaukee Protected Self-Insurance Program.
6. The attached Driver Information Sheet should be completed for each driver and kept in parish files.
7. A driver record check should be completed for frequent drivers for the parish or school. The check can be accomplished by completing the attached Driver's Record Check form and sending it to Catholic Mutual.

Regulations for Use of Personal Vehicle for Parish Business

The following is an outline of requirements that must be met for parish employees and/or volunteers who use their own vehicle for parish business:

1. No privately owned or rented 10-15 passenger van can be used for the transportation of children or adults. The only exception to this policy is that a 10-15 passenger van may be used for the transportation of cargo. In this circumstance, in addition to the driver, an adult passenger may be seated and belted in the front passenger seat.
2. Drivers must be 21 years of age or older.
3. Drivers must have a valid, non-probationary driver's license and no physical disability that could in any way impair his or her ability to safely drive the vehicle.
4. This vehicle must have a valid and current registration and a valid and current license plate. The vehicle must be in good operating condition and have all safety equipment as required by law.
5. The vehicle must be insured for the following minimum limits: **\$100,000 per person and \$300,000 per accident**. This requirement is critical. The Archdiocese of Milwaukee Protected Self-Insurance Program provides excess liability coverage for employees and/or volunteers who use their vehicles for parish business. However, this excess coverage will not trigger unless the employee and/or volunteer has the above minimum limits on their vehicle.
6. The attached Driver Information Sheet should be completed for each driver and kept in parish files.