



REQUIREMENTS FOR DRIVING ON BEHALF OF THE ARCHDIOCESE OF MIAMI

POLICY

This policy established the requirements and guidelines for employees and volunteers of the Archdiocese of Miami and its affiliates (the “Archdiocese”) regarding the use and/or operation of vehicles while conducting Archdiocesan business or engaging in ministry services for the Archdiocese.

Screening Requirements

In order for employees or volunteers to be authorized as drivers for the Archdiocese, a Driver’s License MVR Approval Form must be completed by each affiliated entity and properly transmitted to Archdiocese of Miami Pastoral Center for review and approval. Only drivers with good driving records will be authorized to drive on behalf of the Archdiocese. Drivers must have a clean driving record for at least three (3) years (or less than six (6) points within the last three (3) years) in order to be eligible as an authorized driver. A motor vehicle background report should be completed annually for each authorized driver who regularly drives on behalf of the Archdiocese. Reports showing serious violations including but not limited to moving violations, reckless driving, hit and run, failure to report an accident, operating a vehicle during a period of suspension or revocation, or driving under the influence may result in immediate suspension or termination of driving privileges. Individuals convicted of driving under the influence of drugs or alcohol within the last ten (10) years are not eligible to drive on behalf of the Archdiocese.

I. Personal Vehicles

All drivers of personal vehicles that are being used for Archdiocesan business or ministry must have a current and valid State of Florida driver’s license. The Archdiocese does not provide insurance coverage for an employee or volunteer’s personal vehicle.

The following policies apply when personal vehicles are used for Archdiocesan business or ministry:

- a. Drivers may only travel to and from their designated locations.
- b. Moving, parking and traffic violations incurred while driving a personal vehicle for Archdiocesan business or ministry will be the driver’s sole responsibility.
- c. Drivers involved in an accident or traffic incident while on Archdiocesan business or ministry must immediately report the incident to their insurance carrier and the Archdiocese. A police report must be completed before leaving the scene of an accident. Any fines issued in connection with the operation of any vehicles while on Archdiocesan business or ministry are the driver’s sole responsibility.



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- d. The vehicle must have a valid and current registration and a valid and current license plate.
- e. The vehicle must be insured for the following minimum level of personal automobile liability insurance: \$100,000 per person, \$300,000 per accident and full comprehensive coverage. Drivers must provide the Archdiocese with a copy of their policy or certificate of insurance along with a copy of their valid driver's license.

II. Archdiocesan Vehicles

The Archdiocese may provide the use of vehicles to certain employees or volunteers for their business or ministry use while employed for the Archdiocese. Archdiocesan vehicles are always the property of the Archdiocese. All vehicles owned or operated by the Archdiocese must be registered by the affiliated entity by completing the Archdiocese of Miami Motor Vehicle Insurance Addition Form and submitting it to the Finance Coordinator.

The following policies apply to Archdiocesan vehicles:

- a. Moving, parking and traffic violations incurred while driving an Archdiocesan vehicle will be the driver's sole responsibility.
- b. Drivers involved in an accident or traffic incident while driving an Archdiocesan vehicle must immediately report the incident to the Archdiocese. A police report must be completed before leaving the scene of the accident. Any fines issued in connection with the operation of any Archdiocesan vehicles are the driver's sole responsibility.
- c. Employees must be aware and alert regarding vehicle operation and maintenance. When an Archdiocesan vehicle requires maintenance or repairs, employees are responsible for notifying their supervisors immediately. All repair work, including emergency repair work, must be authorized in advance by a supervisor.
- d. Archdiocesan vehicles may not be used for personal use.
- e. Unauthorized passengers are not permitted in Archdiocesan vehicles.
- f. Drivers who are required to drive a commercial vehicle including school buses must carry a Class B or Class C Commercial Driver's License ("CDL"). Every CDL will be subject to the Archdiocese of Miami Drug and Alcohol Policy and Procedures.



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III. Specific Requirements

- a. In order to drive for the Archdiocese, drivers must be at least 21 years of age. In order to drive students or children on a regular basis, drivers must be at least 25 years of age.
- b. Drivers must have a current and valid, non-probationary driver's license and cannot have any impairment that may impact their ability to operate a vehicle safely.
- c. Transportation ministries that involve either employees or volunteers transporting others in personal vehicles for personal services such as mass attendance, errands, or trips are strictly prohibited.
- d. Drivers should ordinarily not drive more than eight (8) hours in a twenty-four (24) hour period.
- e. Drivers should ordinarily not operate vehicles between midnight and 6:00 a.m.
- f. Except for hands-free operation, drivers should not use cell phones while operating a moving vehicle. Drivers must ensure compliance with the Archdiocese Use of Mobile Telephones and Related Devices Policy.
- g. All drivers must observe and abide by all traffic laws and are responsible to ensure that all passengers wear seatbelts and all child seat/booster seat requirements are satisfied.
- h. Drivers should not operate fifteen (15) passenger vans.
- i. Drivers may not drive under the influence or in possession of alcohol or drugs.
- j. Violation of this policy may result in disciplinary action up to and including termination of employment or volunteer ministry.

Initial:

Current: March, 2016

Driver's License MVR Request Approval Form

Underwriting requirements include but are not limited to:

- 3 years of clean driving record history or less than 6 points in their license within the last 3 years.
- No one under 21 years old driving archdiocesan vehicles.
- No one under 25 years old driving students or children.
- FL license. (Out of state drivers moving to FL require by law to obtain a FL license within 10 days after moving)

Archdiocese of Miami: _____

Location Name: _____

Entity No. _____

Address: _____

Contact Name: _____

Phone No: _____

Email Address: _____

Fax No.: _____

Date: _____

PASTORAL CENTER USE ONLY

<u>DRIVER'S NAME</u>	<u>STATE</u>	<u>DRIVERS LICENSE NO.</u>	<u>Date of Birth</u>	<u>YES</u>	<u>NO</u>

Once this form has been completed, please fax it, along with a COPY OF DRIVER'S LICENSE to the attention of Yanel Koenitzer at The Archdiocese of Miami Pastoral Center., Finance Department, fax number 305-762-1026 or email at ykoenitzer@theadom.org.

NOTE: MVR RESULTS WILL BE PROCESSED WITHIN 48 HOURS OF RECEIPT.