

Motor Vehicle Use Policy¹

Purpose

The purpose of this Vehicle Use Policy is to ensure that motor vehicles are operated safely while being used for or on behalf of the Archdiocese of Philadelphia or by a parish, school, institution or other organization or operation of the Archdiocese (individually, a "Location").

Use of Location Owned Motor Vehicles

The following rules apply to Location owned motor vehicles:

1. **Approved Drivers.** Use is restricted to Approved Drivers (see Driver Qualifications).
2. **Personal Use.** Personal use of a Location owned motor vehicle is strictly prohibited unless approved by an authorized representative of the Location.
3. **Security.** Doors must be locked while the motor vehicle is being operated or while left unattended.

Use of Rented Motor Vehicles

The following rules apply to motor vehicles rented without a driver if in the name of the Location:

1. **Approved Drivers.** Use is restricted to Approved Drivers (see Driver Qualifications).
2. **Territory.** Use is only permitted in the United States or Canada unless approved in advance by the Archdiocese of Philadelphia Risk and Insurance Program.
3. **Personal Use.** Personal use is strictly prohibited unless approved by an authorized representative of the Location.
4. **Security.** Doors must be locked while the motor vehicle is being operated or while left unattended.

The driver must purchase the following types of insurance offered by the rental company:

1. **Loss Damage Waiver.** Pays for damage to the hired motor vehicle; and
2. **Loss of Use.** Pays for the rental company's loss of revenue resulting from damage to the hired motor vehicle.

Use of Driver Owned Motor Vehicles

The following rules apply to use of driver owned motor vehicles (i.e. owned by employees or volunteers):

1. **Approved Drivers.** Use is restricted to Approved Drivers (see Driver Qualifications) but only when transportation of passengers is arranged by the Location and for other

¹ This Motor Vehicle Use Policy must be distributed to any prospective driver (employee or volunteer) that seeks approval to operate any (1) Location owned motor vehicle, (2) rent a vehicle in the name of the Location, or (3) use their own vehicle for Location arranged transportation (except for the transportation of other employees or adult volunteers unless stated otherwise by the Location) or as otherwise required by the Location. The prospective driver must sign the Motor Vehicle Use Policy Acknowledgement.

situations as required by the Location. This restriction does not apply to the transportation of other employees or adult volunteers unless stated otherwise by the Location.

2. Authorization. Use of a driver owned motor vehicle for Location arranged group transportation is strictly prohibited unless approved by an authorized representative of the Location.
3. Inspection. The motor vehicle must have a valid inspection sticker.
4. Insurance. The motor vehicle must be insured for auto physical damage collision coverage.

Driver Qualifications

Drivers must meet all of the following qualifications in order to qualify as an Approved Driver:

1. Must be at least 21 years of age and physically able to operate a motor vehicle;
2. Have a valid United States driver's license for the class of motor vehicle operated. A valid license does not include a license pending suspension. Drivers are responsible for maintaining a valid license in the state of their permanent residence;
3. Have an "acceptable driving history"²;
4. Sign the Motor Vehicle Use Policy Acknowledgement;
5. Successfully complete the Defensive Driver Training Program; and
6. Drivers age 75 or older must submit annually a doctor's certification attesting to their ability to safely operate a motor vehicle.

"Acceptable driving history" means:

1. No "major motor vehicle violations" during the last seven (7) years; and
2. No more than the acceptable number of "minor motor vehicle violations" during the last three (3) years.

"Major motor vehicle violation" means any:

1. Driving when your driver's license is already suspended or revoked;
2. Driving while under the influence of drugs or alcohol;
3. Driving without lights to avoid detection;
4. Failure to comply with a railroad crossing gate or barrier;
5. Failure to stop for a school bus with its red lights flashing and stop arm extended;
6. Failure to stop when you are driving a vehicle involved in a crash (hit-and-run offense);
7. Felony involving a vehicle;
8. Fleeing from a police officer;
9. Homicide by vehicle;
10. Racing on highways;
11. Reckless driving; or
12. Speeding 31 mph or more over the limit.

² The Risk and Insurance Program, at its sole discretion, reserves the right to deviate from these requirements under limited and extenuating circumstances.

Archdiocese of Philadelphia Risk and Insurance Program

“Minor motor vehicle violation” means any:

1. Motor vehicle violation other than a “major motor vehicle violation”;
2. Failure to respond suspension; or
3. At-fault accident.

Drivers with “minor motor vehicle violations” are either denied or approved. The decision is dependent upon the age and experience of the driver and number of “minor motor vehicle violations”.

The following chart sets forth the decision for “minor motor vehicle violations” occurring in the past three (3) years from the date of the application:

| Age of Driver | Years Licensed in U.S. ¹ | Passengers | Buses ² | Number of “Minor Motor Vehicle Violations” | | | |
|---------------|-------------------------------------|-----------------|--------------------|--|---------|---------|-----------|
| | | | | 0 | 1 | 2 | 3 or more |
| >=21 | <3 | No ³ | N/A | Approve | Deny | Deny | Deny |
| | 3-4 | Yes | No | Approve | Approve | Deny | Deny |
| | >=5 | Yes | Yes | Approve | Approve | Approve | Deny |

- ¹ Foreign driving experience is not counted.
- ² Bus means motor vehicle originally designed to transport 16 or more passengers, including the driver.
- ³ This passenger restriction does not apply to the transportation of employees or adult volunteers unless stated otherwise by the Location.

Drivers approved to transport passengers or drivers age 75 or older are reevaluated every year. All other approved drivers are reevaluated every three years.

Notwithstanding the above reevaluation criteria, all drivers are reevaluated following disclosure or discovery of any motor vehicle violation or at-fault accident, even if occurring outside the scope of duties for or on behalf of the Location. The Archdiocese of Philadelphia Risk and Insurance Program reserves the right, at its sole discretion, to make at-fault determinations for accidents that occur while operating motor vehicles for or on behalf of the Location.

Safety

Drivers must comply with all of the following safety requirements:

1. State and Local Laws. Drivers must obey all state and local laws.
2. Headlights. Headlights must be turned on while the motor vehicle is in use.
3. Mobile Phone Usage. Drivers are not permitted to use mobile phones while the motor vehicle is being operated (even in hands free mode).
4. Radar Detectors. Use of radar detecting devices is not permitted.
5. Seatbelts. Seatbelts must be used by all occupants, including the driver.

6. Smoking. Smoking is not permitted in any Location owned motor vehicle or in any other motor vehicle while being used to transport clients or minors.
7. Texting. Texting while driving is strictly prohibited.
8. Vehicle Capacity. Use of motor vehicles is strictly limited to the motor vehicle's original capacity, including the driver, as identified on the sticker on the inside of the driver's door or door jam.
9. Passengers. Only authorized passengers are permitted in a motor vehicle.

Traffic Violations, Accidents, and License Suspensions

The driver must immediately notify the Location of any:

1. Moving violation, even if occurring outside the scope of duties for or on behalf of the Location;
2. Accidents while operating a motor vehicle for or on behalf of the Location;
3. At-fault accidents while operating a motor vehicle outside the scope of duties for or on behalf of the Location; or
4. License suspension.

Fines for parking or moving violations are the personal responsibility of the driver.

Damage or Personal Property

The Location is not responsible for the loss of or damage to any:

1. Driver owned motor vehicle; or
2. Personal property stolen from a motor vehicle.

Duties in the Event of an Accident

The driver must comply with all of the following requirements in the event of an accident while using a motor vehicle for or on behalf of the Location:

1. Call for medical aid if necessary;
2. Call the police. All accidents, regardless of severity, must be reported to the police;
3. Do not admit liability;
4. Immediately report the accident by phone to 877-852-5246; and
5. Cooperate with the Archdiocese of Philadelphia Risk and Insurance Program and its authorized representatives.

Motor Vehicle Use Policy Acknowledgement

LOCATION: _____

CITY: _____

Acknowledgement

I have read and understand this Motor Vehicle Use Policy. I further acknowledge that my driving privileges will be immediately revoked upon failing to meet the Driver Qualifications or may be restricted or revoked for failing to comply with any of the other terms of this Motor Vehicle Use Policy. If I am an employee, I understand that any such revocation or restriction may also result in disciplinary action or termination.

DRIVER NAME: _____

DRIVER SIGNATURE: _____ DATE: _____

File: Personnel File