

**Diocesan School
Vehicle Safety Policy
School/Parish Owned Vehicles**

Form 712.1A

1. Every vehicle owned by the school is insured under the diocesan master-vehicle policy.
2. School owned vehicles will be driven only by those individuals authorized to do so by the school office.
3. Different vehicles may require different level of driver's license. Every driver must receive authorization from the school office to drive each specific vehicle.
4. The school office will submit a list, including the name, address, license numbers, state (if not TN), and date of birth of all drivers of parish/school owned vehicles.
5. No driver will be authorized to drive a school/parish owned vehicle who within one year, has caused an accident, is involved in more than one accident, or is cited for a moving violation unless that driver has attended a defensive driver's course.
6. No driver will be authorized to drive a school/parish owned vehicle, 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 (grand theft).
 - h - Permitting an unlicensed person to drive.
 - i - Reckless driving.
 - j - Speed contest.
 - k - Any combination of accidents and moving violations which total three.
7. Volunteer drivers, including employees, who driver their own vehicles to conduct business for the school should do so only after receiving authorization from the school office.
8. The following driving rules must be followed:
 - a - No operation of a vehicle under the influence of drugs or alcohol, or without proper rest,
 - b - No family, spousal or unauthorized use of vehicles,
 - c - Vehicles shall be kept locked when not in use,
 - d - State of Tennessee laws dealing with seat belts must be followed,
 - e - No rides for unauthorized passengers,
 - f - Passengers under the age of 13 shall be prohibited from riding in the front seat when rear seating is available."

NAME AND ADDRESS _____

PHONE # _____ SOCIAL SECURITY # _____ DATE OF BIRTH _____

DRIVERS LICENSE # _____ STATE _____ TYPE AND CLASS OF LICENSE _____

It is expected that all of our drivers will abide by the Tennessee Seat Belt Law, posted speed limits, and all traffic laws.

Driver's Signature _____ Date _____

**Diocesan School
Vehicle Safety Policy
Privately Owned Vehicles**

Form 712.1B

1. Volunteer drivers, including employees, who drive their own vehicles to conduct business for the school should do so only after receiving authorization from the school office.
2. No driver will be authorized to drive their own vehicle to conduct business for the school, 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 (grand theft).
 - h - Permitting an unlicensed person to drive.
 - i - Reckless driving.
 - j - Speed contest.
 - k - Any combination of accidents and moving violations which total three.
3. No volunteer driver will be authorized to carry passengers for the school who within one year, has caused an accident, is involved in more than one accident, or is cited for a moving violation, unless that driver has attended a defensive driver's course.
4. Authorized volunteer drivers shall be appropriately licensed to drive their respective vehicle and when using a privately owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle. The minimal limit of liability coverage is \$100,000/\$300,000.
5. The following driving rules must be followed:
 - a - No operation of a vehicle under the influence of drugs or alcohol, or without proper rest,
 - b - No family, spousal or unauthorized use of vehicles,
 - c - Vehicles shall be kept locked when not in use,
 - d - State of Tennessee laws dealing with seat belts must be followed,
 - e - No rides for unauthorized passengers,
 - f - Passengers under the age of 13 shall be prohibited from riding in the front seat when rear seating is available.

Driver

NAME AND ADDRESS _____

PHONE # _____ SOCIAL SECURITY # _____ DATE OF BIRTH _____

DRIVERS LICENSE # _____ STATE _____ TYPE AND CLASS OF LICENSE _____

Vehicle

NAME & ADDRESS OF OWNER (if different from driver) _____

MODEL _____ MAKE _____ YEAR _____

LICENSE PLATE NUMBER _____ EXPIRATION DATE _____

Insurance Information

INSURANCE COMPANY _____ POLICY # _____

DATE OF POLICY EXPIRATION _____ LIABILITY LIMITS _____

It is expected that all of our volunteer drivers will abide by the Tennessee Seat Belt Law, posted speed limits, and all traffic laws.

Volunteer Driver's Signature _____ Date _____