

Transportation Best Practices/Defensive
Driving and 11 (including driver) - 15
Passenger Vans

Diocese of Houma-Thibodaux

Transportation Best Practices Defensive Driving and 11 (including driver) - 15 Passenger Vans

Q – Can employee or volunteer drivers be used in our school or church programs?

A – When appropriate, employees and volunteers can be asked to drive on Church business. Often, employee and volunteer drivers are important in allowing the Church to fulfill its ministries.

Q – What resources are available to help in determining when employee or volunteer drivers should be used?

A – Catholic Mutual has developed an online training, *Church Transportation: Is It Necessary And Ministry-Based?* that should be viewed by all Church and school personnel involved in the arrangement of transportation. This training can be accessed from Catholic Mutual's website.

Q – What can we do to make sure our employee and volunteer drivers are properly trained?

A – Employee and volunteer drivers should take Catholic Mutual's defensive driving course, *Be Smart – Drive Safe*. This 18 minute training program educates drivers to avoid the seven most common causes of accidents. In addition, each driver completes a short questionnaire after the training to verify they have a valid driver's license and an acceptable driving record. Attached is information to get you started in implementing the *Be Smart – Drive Safe* program at your location.

Q - Is it acceptable to use an 11 (including driver) - 15 passenger van to transport passengers?

A – No. As early as 2001, the National Highway Traffic Safety Administration issued warnings on the serious rollover potential of these types of vans. This led to the federal prohibition of the sale or leasing of these vans to schools by authorized dealerships.

So what should be used?

- A school bus or a Multifunction School Activity Bus (MFSAB).
- A mini-van or a SUV that has a total capacity of no more than 8 people.
- Vehicles that have a rated capacity of 16 or more passengers, such as shuttle buses, must comply with the same safety standards as a multifunction school activity bus.
- Simply removing the seats to reduce the occupant capacity of the vans is not allowed.
- Any current vans owned by the locations can be converted for use as a maintenance or cargo van by permanent removal of the seats.

To verify that locations are not utilizing 11 (including driver) - 15 passenger vans, Catholic Mutual Group has a short “read only” training regarding the vans along with a short quiz which should be taken annually on the website, www.catholicmutual.org. Please see attached end-user instructions.



Safety Education Solutions

Online Training Platform

One growing area of liability exposure within the Catholic Church is related to driving and transportation activities. With this in mind, Catholic Mutual Group has developed an online training platform for our driving programs:

Be Smart—Drive Safe

and

Church Transportation—Is it Necessary and Ministry-Based?

These two valuable Risk Management tools can be used to ensure those who drive on behalf of your church or school will drive safer and reduce your liability exposure.

BE SMART - DRIVE SAFE

WHAT IS *BE SMART—DRIVE SAFE*?

Be Smart—Drive Safe is a condensed 18 minute online defensive driving course. This informative course will provide the trainee useful information to become a better defensive driver. *Be Smart—Drive Safe* is available at no cost and can be easily accessed and viewed when it is most convenient for the trainee!

HOW DOES *BE SMART—DRIVE SAFE* BENEFIT MY PARISH OR SCHOOL?

By asking any employee or volunteer who drives on behalf of the church or school to take the course, safer transportation will be provided and the church or school will reduce its liability exposure to an auto loss!

HOW DOES *BE SMART—DRIVE SAFE* BENEFIT THE TRAINEE?

The trainee becomes a better defensive driver AND can possibly be eligible for a reduction in their personal insurance rates!

WHO SHOULD TAKE *BE SMART—DRIVE SAFE*?

Anyone that drives on behalf of your church or school should take the course.

HOW CAN A DRIVER ACCESS *BE SMART—DRIVE SAFE*?

Enclosed is a handout that provides detailed instructions for the end user. This handout can be distributed to anyone that drives on behalf of your church or school.

HOW DO WE ADMINISTER THE *BE SMART—DRIVE SAFE* PROGRAM AT OUR CHURCH OR SCHOOL?

Ideally, the church or school should designate a transportation coordinator(s). The transportation coordinator identifies drivers and provides those drivers the *Be Smart—Drive Safe* End-User Instruction handout. The transportation coordinator, parish administrator, or CRM can verify through the platform that the course has been taken successfully.

HOW CAN WE PROPERLY SCREEN THOSE WHO DRIVE FOR OUR CHURCH OR SCHOOL AND DETERMINE IF THEY ARE ELIGIBLE TO DRIVE?

Upon completion of *Be Smart—Drive Safe*, trainees will be asked a series of driving related questions, such as, "have you been convicted of driving under the influence (DUI) in the past 3 years?" The transportation coordinator, parish administrator, or CRM can check the trainee's status on the platform and results of the screening questions. In cases where answers indicate a potential problem driver, the trainee should not be allowed to drive on church or school business. As an added bonus, the screening tool can replace the need for the driver to complete the Driver Information Sheet/Volunteer Driver Form—as this information will always be available on the online platform.

CHURCH TRANSPORTATION - IS IT NECESSARY AND MINISTRY-BASED?

WE HAVE EMPLOYEES AND VOLUNTEERS DRIVE ALL THE TIME TO ASSIST THE CHURCH AND SCHOOL IN OUR EVERYDAY ACTIVITIES. WHAT'S THE BIG DEAL?

In today's litigious society, the Catholic Church has seen an increase of large loss automobile claims and in particular, non-owned auto liability claims. It is vital that churches and schools develop a "best practices" approach when utilizing employees or volunteers to drive on behalf of the church or school. Not only will this approach provide a better assurance that our drivers and passengers will be safer, but also reduce the liability exposure associated with church and school transportation.

WHY DO WE HAVE TO GO TO SUCH EXTREMES TO SCREEN DRIVERS THAT MAY ONLY OCCASSIONALLY DRIVE ON BEHALF OF OUR CHURCH OR SCHOOL?

The Church is legally liable and ethically responsible for accidents that happen as a result of individuals driving on behalf of the Church. With this in mind, Catholic Mutual has developed an online training titled *Church Transportation—Is it Necessary and Ministry-Based?* This training addresses the needs and ramifications of the Church being involved in transportation. This training is required to be viewed by at least one person in an administrative position at your location once every two years. It would also be beneficial to be viewed by any pastors, business managers, principals, or any other designated individual(s) at your location responsible for coordinating driving such as the transportation coordinator.

HOW CAN WE ACCESS

CHURCH TRANSPORTATION—IS IT NECESSARY AND MINISTRY-BASED?

This training module can also be found on the Safety Education Solutions online platform. Employees and volunteers can self-register for this course, which is available at no cost. Training takes less than 20 minutes to complete and can be easily accessed and viewed when it is most convenient for the trainee!

Catholic Mutual Safety Education Solutions

Be Smart – Drive Safe

End-User Instructions

Self-Register:

1. Open your browser and navigate to www.catholicmutual.org. Compatible browsers include Internet Explorer 9 or higher, Firefox, Chrome, and Safari. Training is not compatible with portable devices such as iPods, tablets or smart phones at this time. If you view the training on one of these devices, you will not be able to take the test at the end and will not get credit for the training.
2. Select the 'Defensive Driving' Icon. This will direct you to the Safety Education Solutions platform. Click on "Register here".

Catholic Mutual Group

Catholic Mutual considers Risk Management an essential part of our service to the church Members' programs. Since the mid-1980's, Catholic Mutual has worked aggressively with archdioceses in order to manage the exposures of the Catholic Church. Today, Catholic Mutual offers a comprehensive range of online risk management services to its Members. Catholic Mutual has truly been the pioneer for Risk Management.

3. Complete the requested information, noting the following:

- a. Because every user across the entire in2vate system must have a unique Username, we recommend that you use your complete email address.
- b. Create a password that is at least 6 characters long.
- c. You are able to change your password at any time by clicking "Update My Account" in the upper right-hand corner of the screen. Type your new password and hit "save".
- d. If you do not have an email account, choose a highly unique User Name and enter noaddress@example.com in the Email area.

4. Select your Organization (your Arch/Diocese). Click "Submit."

Create your account

Username

Password

First name

Last name

Email

Organization

Submit

Choose your organization

- 1 - Catholic Mutual - Non-Diocesan Entities
- Albany, NY, Diocese of
- Alexandria, LA, Diocese of
- Allentown, PA, Diocese of
- Atlanta, GA, Archdiocese of
- Baker, OR, Diocese of
- Baton Rouge, LA, Diocese of
- Beaumont, TX, Diocese of
- Belleville, IL, Diocese of
- Biloxi, MS, Diocese of
- Bismarck, ND, Diocese of
- Boise, ID, Diocese of
- Bridgeport, CT, Diocese of
- Brownsville, TX, Diocese of
- Catholic Mutual - Defensive Driving
- Catholic Mutual - Defensive Driving (demo)
- Charleston, SC, Diocese of
- Charlotte, NC, Diocese of
- Cheyenne, WY, Diocese of
- Chicago PPA
- Colorado Springs, CO, Diocese of
- Columbus, OH, Diocese of
- Corpus Christi, TX, Diocese of
- Covington, KY, Diocese of
- Crookston, MN, Diocese of
- Dallas, TX, Diocese of
- Denver, CO, Archdiocese of



5. You will be asked to identify your primary Location (parish/school).

Locations and Roles

Location

Role

- Candidate for Ordination
- Deacon
- Educator
- Employee
- Priest
- Religious Ed Teacher
- Volunteer

[What is my role?](#)

Submit

6. You will be asked to identify your primary Role.

Locations and Roles

Location

Role

- Candidate for Ordination
- Deacon
- Educator
- Employee
- Priest
- Religious Ed Teacher
- Volunteer

[What is my role?](#)

- **Priests/Deacons** – Religious order or diocesan priests/deacons in active or supply ministry (including “retired” clerics who continue to celebrate occasional sacraments), including diocesan priests/deacons who are living outside of the diocese.
- **Candidates for Ordination** – All men in formation, including seminarians and those preparing for the permanent diaconate;
- **Educators** – Paid teachers, principals, and administrators in diocesan/eparchial and parish schools
- **Employees** – Paid persons (other than priests/deacons or educators). This includes any individual employed by and working directly for the diocese/eparchy or parishes/schools. Examples include central office/chancery/pastoral center personnel, youth ministers who are paid, parish ministers, school support staff, rectory personnel, etc.
- **Volunteers** – Unpaid persons who actively assist the diocese/eparchy (including parishes and schools) such as catechists, youth ministers, coaches, etc.

Submit



7. The system will refresh and ask you to login with your new Username and Password.
8. Once logged into your account, you will be able to select and complete the *Be Smart – Drive Safe* module, along with others as required. Click the green 'Start' to launch the training.

Available Online Training Modules

- CM Be Smart Drive Safe
- CM Be Smart Drive Safe (Spanish)
- CM Church Transportation
- CM Passenger Vans



Administration Adults' Training My Arch/Diocese

Online Training
Training FAQ's
Live Training
Training Report
Message Center

Online Training Modules

- CM Be Smart Drive Safe**
Assigned: 09/11/2014
Due: 09/29/2014
- Past due**
- Due date approaching**
- Assigned**

You no longer need to email or print your certificate, the completion of your training will be available to your system administrator.

Please contact in2vate at 1-800-205-5262 for technical questions, web assistance, or site functionality.
For all other questions, please call Lori Kortright at 1-800-228-6108 ext. 2385.

Catholic Mutual Safety Education Solutions

Church Transportation – Is it Necessary and Ministry-Based?

and

11 (including driver) - 15

Passenger Van Policy

End-User Instructions

Self-Register:

1. Open your browser and navigate to www.catholicmutual.org. Compatible browsers include Internet Explorer 9 or higher, Firefox, Chrome, and Safari. Training is not compatible with portable devices such as iPods, tablets or smart phones at this time. If you view the training on one of these devices, you will not be able to take the test at the end and will not get credit for the training.
2. Select the 'Defensive Driving' Icon. This will direct you to the Safety Education Solutions platform. Click on "Register here".

For returning users, enter your user name and password, click "Submit" and proceed to step 7.

Catholic Mutual Group

Register Here!

en Español

3. Complete the requested information, noting the following:

- a. Because every user across the entire in2vate system must have a unique Username, we recommend that you use your complete email address.
- b. Create a password that is at least 6 characters long.
- c. You are able to change your password at any time by clicking "Update My Account" in the upper right-hand corner of the screen. Type your new password and hit "save".
- d. If you do not have an email account, choose a highly unique User Name and enter noadress@example.com in the Email area.

Create your account

Submit

Choose your organization

- 1-Catholic Mutual - Non-Diocesan Entities
- Albany, NY, Diocese of
- Alexandria, LA, Diocese of
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- Beaumont, TX, Diocese of
- Belleville, IL, Diocese of
- Biloxi, MS, Diocese of
- Bismarck, ND, Diocese of
- Boise, ID, Diocese of
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- Chicago PPA
- Colorado Springs, CO, Diocese of
- Columbus, OH, Diocese of
- Corpus Christi, TX, Diocese of
- Covington, KY, Diocese of
- Crookston, MN, Diocese of
- Dallas, TX, Diocese of
- Denver, CO, Archdiocese of

4. Select your Organization (your Arch/Diocese). Click "Submit."



5. You will be asked to identify your primary Location (parish or school) and Role.

Locations and Roles

Location

Role

- Candidate
- Deacon
- Educator
- Employee
- Priest
- Religious Ed Teacher
- Volunteer

[What is my role?](#)

Locations and Roles

Location

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- **Priests/Deacons** – Religious order or diocesan priests/deacons in active or supply ministry (including "retired" clerics who continue to celebrate occasional sacraments), including diocesan priests/deacons who are living outside of the diocese.
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- **Volunteers** – Unpaid persons who actively assist the diocese/eparchy (including parishes and schools) such as catechists, youth ministers, coaches, etc.

- The system will refresh and ask you to login with your new Username and Password.
- Once logged into your account, you will be able to select and complete the *Church Transportation – Is it Necessary and Ministry Based?* and *11 (including driver) – 15 Passenger Van Policy* module. Click the green ‘Start’ button to launch the training.

Available Online Training Modules

- CM Be Smart Drive Safe
- CM Be Smart Drive Safe (Spanish)
- CM Church Transportation
- CM Passenger Vans

Add to Assigned Modules

CATHOLIC MUTUAL GROUP CARES

Administration Adults' Training My Arch/Diocese

Online Training
Training FAQ's
Live Training
Training Report
Message Center

Online Training Modules

- start ▶** CM Church Transportation
Assigned: 05/15/2014
Due: 05/20/2014
- start ▶** Past due
- start ▶** Due date approaching
- start ▶** Assigned

Click the green ‘Start’ button to launch your training(s).

You no longer need to email or print your certificate, the completion of your training will be available to your system administrator.

Please contact in2vate at 1-800-205-5262 for technical questions, web assistance, or site functionality. For all other questions, please call Lori Kortright at 1-800-228-6108 ext. 2385.



DIocese OF HOUMA- THIBODAux

USE OF 11 (INCLUDING DRIVER) - 15 PASSENGER VANS IS PROHIBITED!

11 (including driver) - 15 passenger vans should either be replaced with a school bus or a Multifunction School Activity Bus (MFSAB). A MFSAB is a vehicle which complies with the Federal Motor Vehicle Safety Standards (FMVSS) applicable to school buses for crash survivability and mirrors.

If a MFSAB is used, the vehicle must meet the following four FMVSS:

FMVSS 111 – *Fulfills the safety requirement for the rear-view and cross-view visibility.*

FMVSS 220 – *Establishes requirements for the school bus body structure in rollover accidents.*

FMVSS 221 – *Regulates the strength of body panel joints in school buses.*

FMVSS 222 – *Establishes occupant protection requirements for school bus passenger seating and barriers.*

Removal of seats from a vehicle designed to transport 11 (including driver) - 15 passenger vans to make the vehicle a 10 or less passenger vehicle is not allowed. Additionally, shuttle buses that do not meet the above listed Federal Motor Vehicle Safety Standards (FMVSS) for a MFSAB are not allowed.

Mini-vans may be used to transport children or adults. A mini-van is **defined** as a passenger vehicle designed to transport no more than 8 total occupants.

While the use of 11 (including driver) - 15 passenger vans is prohibited to transport people, the vehicles can be used for cargo hauling **only** if all but the two front seats are removed.

If you have questions whether or not your vehicle would be in compliance, please contact the Risk Management Department at 1-800-228-6108.