



VEHICLE SAFETY & TRANSPORTATION POLICY

1) PURPOSE

To standardize safe, compliant transportation for parish, school, and ministry activities within the Diocese of Sacramento. This packet provides guidance and ready-to-use forms to ensure consistent practices across all Diocesan locations.

2) TRANSPORTATION METHODS

A. Approved Methods

- Use parish, school, or private vehicles (only if all policy items below are met for the event, the drivers, and the vehicles)
- Drivers of parish/school or diocesan vehicles (including volunteers) must pass all requirements, training, and an MVR check
- Drivers of personal vehicles are not required to pass the MVR check but must meet all other CMG/Diocesan requirements

B. Prohibited Methods

- Do not transport people in 11-or-more-passenger vans
 - Removing seats to reduce capacity is prohibited

3) VEHICLE REQUIREMENTS

A. Private Vehicles *(Used on behalf of the parish/school)*

- Current registration, license plates, and proof of insurance card
- Minimum personal auto liability coverage:
 - \$100,000 per person / \$300,000 per accident
 - Owner's insurance is primary
- Roadworthy condition: tires, lights, wipers, brakes, and seat belts fully functional; no warning lights present

B. Diocesan-Owned Vehicles

- Quarterly maintenance and inspection logs completed
- Manufacturer-recommended service followed
- Equipped with first-aid kit, fire extinguisher, and road safety kit
- Auto ID card carried in the vehicle at all times

C. Prohibited Types of Transportation

- 11-or-more-passenger vans (including driver)
- Seat removal to reduce capacity is not allowed
- Any shuttle bus that does not meet applicable school bus safety standards
- Motorcycles, scooters (including electric scooters), mopeds
- ATVs or off-road vehicles
- Golf carts or similar low-speed vehicles
- Vehicles with open cargo beds used to transport passengers

D. Approved Passenger Transportation Methods

- Minivans and SUVs with total capacity of 8 or fewer occupants
- School buses or Multifunction School Activity Buses (MFSAB) that comply with FMVSS 111, 220, 221, and 222
- 11-or-more-passenger vans may be repurposed for cargo only if all but the two front seats are permanently removed, and the vehicle is labeled "Cargo Only"

4) DRIVER REQUIREMENTS

A. Eligibility

- Age 25 or older with a valid, non-probationary driver's license and at least 3 years of driving experience
- No physical or cognitive limitations that impair safe driving
- MVR check required for employees and volunteers who drive diocesan-owned vehicles
- Additional CMG Connect training
- Required for anyone transporting minors:
 - 1) Background check
 - 2) Safe-environment training

B. CMG Connect Training for Drivers

- For ALL drivers: *Safe Environment Curriculum – Sacramento*
- For Drivers of Diocesan-Owned Vehicles ONLY: *Defensive Driving Curriculum & Motor Vehicle Report For Drivers of Diocesan/Parish Owned Vehicles*

C. Conduct

- Seat belts required for every occupant; child restraints per California law
- No handheld devices, texting, or headphone use while vehicle is in motion
- No alcohol, cannabis, impairing medications, or drugs before or during transport

D. Documentation

- Copy of current driver's license
- Evidence of personal auto insurance if using a personal vehicle
- Evidence of completion of CMGConnect training
- MVR result (for diocesan/parish/school vehicles only)
- Essential Three status if transporting minors

5) ACCIDENT PROTOCOL

- Obtain medical help first; call 911 if needed
- Contact law enforcement as required and obtain case ID for police report
- Exchange driver, vehicle, and insurance information
- Photograph vehicles, plates, scene, and injuries
- Notify CMG, your insurer (if private vehicle), pastor or principal, and the Chancery
- Complete the Vehicle Accident Report within 24 hours and send it to CMG Risk Management
- Keep copies of all related documents with the trip file

6) CONTACTS

- Risk Management – Sacramento Service Office: 916-733-0281
- Claims Reporting: ReportaClaim@catholicmutual.org
- CMGConnect: cmgconnect@catholicmutual.org

7) READY TO USE FORMS

- (1) [Adult Liability Waiver](#)
- (2) [Parish/School Volunteer Driver Information Form](#)
- (3) [Incident Report Form](#)