

OFF-SITE TRANSPORTATION POLICY†



TRANSPORTATION POLICY

Commercial carrier or contracted transportation is the most desirable method to be used for off-site events, and, whenever possible, this mode of transportation should be provided. The use of private passenger vehicles is discouraged and should be avoided if at all possible. If commercial carriers are used (e.g., commercial airlines, trains, or buses) no further information is required. However, if transportation is contracted, signed contracts should be executed with an appropriate hold harmless agreement protecting the parish and the Diocese of Evansville. Also, contracted carriers should provide proof of insurance with minimum limits of liability of \$1,000,000 CSL (Combined Single Limit).

Leased/Rented Vehicles

If a vehicle is leased, rented, or borrowed to transport participants to and/or from the event, appropriate insurance should be obtained. Coverage can be purchased through the rental company or a Diocesan rider can be obtained through AJG. Complete the “Diocese of Evansville – Certificate of Insurance Request Form,” and fax or email to: Ms. Lorayne Flodberg, (630) 285-4062, or lorayne_flodberg@ajg.com. **COVERAGE CANNOT BE AUTOMATICALLY ASSUMED FOR LEASED, RENTED, OR BORROWED VEHICLES.**

Private Passenger Vehicles

If a private passenger vehicle must be used, then the following information must be supplied, and this information must be certified by the driver in question:

1. The driver must be at least twenty-five (25) years of age or older.
2. The driver must have a valid, non-probationary driver’s license and no physical disability that could, in any way, impair his/her ability to drive the vehicle safely.
3. The vehicle must have both a valid and current registration and a valid and current license plate.
4. The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence.

A signed **Driver Information Sheet** on each vehicle used must be obtained prior to the off-site event. Each driver and/or chaperone should be given a copy of the approved itinerary including the route to be followed and a summary of his/her responsibilities.

Distance Limitations

(For non-contracted transportation)

1. Daily maximum miles driven should not exceed 500 miles per vehicle.
2. Maximum number of consecutive miles driven should not exceed 250 miles per driver without at least a 30 minute break.

† Excerpts used with permission from St. Mary Catholic Church, Lovington, VA, 12/3/10, Fr. Kelly, pastor.