



## DRIVING POLICY

The purpose of this policy is to establish guidelines for employees of the Archdiocese and its Affiliates (defined as any entity that is subject to the administrative authority of the Archbishop of Cincinnati under Canon Law) regarding the use and/or operation of vehicles while conducting Archdiocesan/Affiliate business.

### **Personal Vehicles**

If you are asked to use a personal vehicle for Archdiocesan/Affiliate business, which does not include your commute to and from work, you are required to have a current and valid state driver's license. Employees who drive their personal vehicle on Archdiocesan/Affiliate business are required to maintain adequate insurance coverage. The Archdiocese and its Affiliates do not provide insurance coverage for an employee's personal vehicle. In addition, seat belts must be properly worn at all times while driving on Archdiocesan/Affiliate business.

The following policies apply when personal vehicles are used for Archdiocesan/Affiliate business:

1. Drivers will travel to and from their designated locations only.
2. Non-employee passengers are not permitted to ride in personal vehicles while on Archdiocesan/Affiliate business unless you have the express authorization of your supervisor.
3. Employees must observe and abide by all traffic laws including the wearing of seat belts by the operator and all passengers.
4. Moving and parking violations incurred while driving a personal vehicle for Archdiocesan/Affiliate business will be the driver's sole responsibility.
5. If you are involved in an accident while on Archdiocesan/Affiliate business, you must immediately notify your insurance carrier and the Archdiocese/Affiliate. A police report must be completed before leaving the accident site. Any fines issued in connection with the operation of any vehicles while on Archdiocesan/Affiliate business are the driver's sole responsibility.
6. Employees may not drive under the influence of alcohol or drugs.

### **Archdiocesan/Affiliate Vehicles**

The Archdiocese/Affiliate provides the use of vehicles to certain employees for their business use while employed by the Archdiocese/Affiliate. Archdiocesan/Affiliate vehicles are always property of the Archdiocese/Affiliate.

The following policies apply to Archdiocesan/Affiliate vehicles:



1. Only employees with good driving records will be authorized to drive Archdiocesan/Affiliate vehicles. The Archdiocese/Affiliate will decide who is and is not eligible to drive Archdiocesan/Affiliate vehicles.
2. A motor vehicle background report will be obtained each year on each person who has been authorized to drive an Archdiocesan/Affiliate vehicle. Reports showing moving violations, reckless driving, or driving under the influence may result in an immediate loss of driving privileges for that employee and their job if no other job for which the employee is qualified is vacant.
3. Moving and parking violations incurred while driving an Archdiocesan/Affiliate vehicle will be the driver's sole responsibility. Repeated violations may cause revocation of Archdiocesan/Affiliate vehicle driving privileges.
4. Employees whose job duties regularly involve driving are required to maintain a good driving record. Should the employee have his/her driver's license suspended or revoked or have his/her insurance dropped, (s)he must notify the Archdiocese/Affiliate and (s)he may face disciplinary action, up to and including termination.
5. Employees must be aware and alert regarding vehicle operation and maintenance. When an Archdiocesan/Affiliate vehicle requires maintenance or repairs, the employee is responsible for notifying management immediately. All repair work, including emergency repair work, must be authorized in advance by your immediate supervisor. Receipts for repairs should be submitted to your supervisor.
6. Employees involved in an accident while on Archdiocesan/Affiliate business must immediately notify their immediate supervisor. The immediate supervisor will notify the Archdiocesan/Affiliate Finance Department and the HR Department. A police report must be completed before leaving the accident site. Any fines issued in connection with the operation of any vehicle while on Archdiocesan/Affiliate business are the driver's sole responsibility.
7. Archdiocesan/Affiliate vehicles may not be used by employees for personal use.
8. Unauthorized passengers are not permitted in Archdiocesan/Affiliate vehicles.
9. All employees driving Archdiocesan/Affiliate vehicles must observe and abide by all traffic laws including the wearing of seat belts by the operator and all passengers.
10. Employees may not drive under the influence of alcohol or drugs.