

**CATHOLIC DIOCESE OF SALINA POLICY ON USE OF PRIVATE CARS
FOR TRANSPORTING STUDENTS**

When it is appropriate, as determined by the school administrators, to use parents or other persons to transport students, the following stipulations must be complied with:

1. The driver must be 25 years of age and have a valid, unrestricted Kansas Driver's License or a licensed educator who otherwise meets the requirements herein.

2. A certificate of insurance for the vehicle being used must be provided to the school. The policy must be current and must include the following minimum liability coverage: \$100,000 per person, \$300,000 per bodily injury occurrence, \$50,000 property damage (100/300/50).

3. The driver shall comply with all motor vehicle laws and regulations of the state in which the driver travels including laws and regulations covering car registration, driver's license, and state vehicle inspections. Drivers agree that he/she will not:
 - a. Drive while texting/calling,
 - b. Drive while intoxicated or under the influence of a drug or alcohol,
 - c. Race or drive beyond the posted speed limit or at a speed faster than conditions allow,
 - d. Drive recklessly or in a manner which could cause death or injury,
 - e. Fail to stop after a collision,

- f. Perform any actions which warrant the suspension of a driver's license.
- 4. The number of persons in the vehicle must not exceed the number of operable seat belts. All drivers and passengers operating or riding in the vehicle must wear seat belts, even if air bags are available. No private vehicle with more than ten seats including the driver should be used; this includes vans. No one shall ride in the bed of a pick-up truck.
- 5. Drivers who have been convicted of a misdemeanor or felony driving under the influence will not be authorized to driver students.
- 6. Before driving, the School will perform a Kansas Driver's License Status Check and keep the printout in the driver's file. Any changes to the driver's licenses status must be provided to the School within 48 hours of any incident necessitating the change.
- 7. Drivers who have been charged with a misdemeanor or felony driving under the influence or a serious moving violation will not be authorized to drive students pending disposition of their case.
- 8. Drivers must complete CMG Connect Safe Environment curriculum including CMG Connect Defensive Driver curriculum and provide the certificate of completion.

9. Driver must have passed a background check.
10. Drivers with more than one moving violation within the past two years will not be authorized to drive students.
11. Drivers must go directly from the point of departure to the point of destination and return in the same manner.
12. Whenever possible, drivers should transport children with another driver who meets the requirements herein. If this is not possible, there should be:
 - a. A minimum of 2 minor children in the vehicle;
 - b. All drivers should caravan directly to the destination with no detours;
 - c. All drivers should take the same route.
13. Vehicles for transporting students must be in a safe and operable condition.
14. There must be a completed and signed permission slip on file for each student traveling in a personally owned vehicle. No unauthorized personnel are allowed to ride in non-school vehicles.

15. Certified school personnel are to be present at each terminal of a trip in which parents transport students.

16. No mileage will be paid.