

St Jerome Catholic Church
Van/Bus Use Handout Supplement, page 1
to the St. Jerome Policy, Procedure, and Guideline dated 22 November 2010

Instructions:

- Prior to planning any trip using the church van or privately-owned vehicle (POV), review the Van/Bus Use Policy below.
- All drivers, of either the van or a POV, must complete a **Diocese Driver Information Sheet (attachment 1)**. Once submitted, this form will be kept on file and this step can be skipped, unless information has changed.
- All parish ministry trips require a completed **Van/Trip Request form (attachment 2-part 1)** to be submitted to the church secretary **ten** days prior to the date of departure.
- After request has been approved, complete and submit the **Passenger/Driver Roster form (attachment 3)**.
- Make a copy of these documents to take with you on your trip.
- Upon return, complete the **Van/Trip Request form (attachment 2-part 2)** and submit it to the church secretary.

The church secretary will approve the request if the van is available and record the reservation on the van use and web site calendar. All forms will be retained on file with the church secretary and will be used in the event of an emergency. If no one is in the church office or the door is locked, place the roster form in the mail slot at the church office or the mailbox outside the church office.

Joe Grubessich
Parish Van Coordinator
(254) 772-0899

Karen Fell
Business Manager
(254) 723-0142

Initials of Person Checking out the van (____)

Revised: July 5, 2011

St Jerome Catholic Church
Van Use Handout Supplement, page 2
to the St. Jerome Policy, Procedure, and Guideline dated 22 November 2010

The information contained in this document supplements the information contained in the St. Jerome Policy, Procedure, and Guideline dated 22 November 2010. Where information conflicts the most restrictive policy will apply.

Updated Van Use Policy:

1. The church van shall be used for parish functions, by recognized St. Jerome Parish groups only; the van is not to be loaned out to other parishes or their groups.
2. The driver or the driver's spouse must be a registered member of St. Jerome Parish.
3. All van drivers including the relief drivers must be at least 25 years of age. Drivers must have a valid driver's license with a good driving record; a Diocesan completed background check, and completed EIM training, within the last 3 years. If these conditions are not met, **you can not use the van**. A Diocese Driver Information Sheet, with a copy of your Driver's License and Insurance, must be on file with the parish office.
4. Request in writing will take precedence over verbal requests.
5. Written requests with the same request date will be approved based on time request was received.
6. The van is expected to be returned at the time indicated on the van request form.
7. There are 15 seat belts in the van, which is the maximum limit of the number of passengers allowed in the van. In accordance with state law, all passengers must wear the seat belts when van is moving.
8. No alcoholic/tobacco products or illegal drugs will be allowed in the van at anytime.
9. Traffic violations are the sole responsibility of the driver.
10. Any accidents or mechanical failure problems with the van **must be** reported to the parish office or Van Use Coordinator. Phone numbers are on the first page of this document.
11. Cleaning the van after use is the responsibility of the ministry leader checking out the van.
12. The van must be fully re-fueled and returned with the van keys along with a completed Part 2 of the **Van/Trip Request Form**. Fuel expenses are the responsibility of the parish ministry requesting the van. If the expense is reimbursable, submit the fuel receipt to the business manager for reimbursement.
13. The church van is equipped with a first aid kit, fire extinguisher, flashlight and proof of insurance. Please check to see that these items are in place before and after the trip.
14. There is a **ZERO TOLERANCE POLICY** if these guidelines are not followed. Failure to comply will result in loss of van use privilege.
15. The following standards shall be observed in the transportation of minors for church ministry.
 - a) Those assigned to transport minors must be at least 25 years of age and have a valid driver's license, have completed a Diocesan background check, and EIM training within the last 3 years. Request for specific exceptions must be submitted in writing to the Vicar General in Austin.
 - b) Minors will be transported directly to and from their destination. No stops should be made unless approved by the church ministry leader.
 - c) Unnecessary or inappropriate physical contact with minors is prohibited.

Initials of Person Checking out the van (____)

Revised: July 5, 2011



Attachment 1
Diocese of Austin
 The Catholic Church of Central Texas
(St. Jerome Catholic Church)
DRIVER INFORMATION SHEET

PLEASE NOTE: ALL DRIVERS MUST BE AT LEAST 25 YEARS OF AGE AND HAVE A VALID DRIVER'S LICENSE, VEHICLE REGISTRATION AND PROOF OF INSURANCE. ADDITIONALLY, ALL DRIVERS MUST HAVE SUCCESSFULLY COMPLETED THE DIOCESAN BACKGROUND CHECK AND EIM TRAINING WITHIN THE LAST THREE YEARS.

DRIVER INFORMATION (A copy of your valid Drivers License MUST be attached to this form or on file.)

Full Name _____ Date of Birth _____

Street Address _____ City _____ State _____

Zip Code _____ Phone Number(s) _____ E-mail: _____

Driver's License Number: _____ State of Issue By: _____ Expiration Date: _____

If a privately owned vehicle (POV) is going to be used in addition to the parish van please provide the following:

VEHICLE INFORMATION

Name of Owner _____ Year of Vehicle _____

Address _____ Vehicle Make _____ Vehicle Model _____

License Plate Number _____ Expiration _____

(If more than one vehicle is to be used, the above information must be provided for each vehicle.)

INSURANCE INFORMATION (Attach a copy of the proof of Insurance Card to this form.)

Insurance Company _____ Address & Phone Number _____

Policy Number _____ Expiration Date _____ Liability Limits on Policy _____

(Please Note: The recommended liability limits for privately owned vehicles is \$100,000 / \$300,000.)

CERTIFICATION:

I certify that the above information is correct and accurate to the best of my knowledge and ability.

I understand that in order to provide transportation for Parish / School and/or Youth Group related activities, I must be at least 25 years of age and possess a valid driver's license, vehicle registration and carry adequate insurance coverage.

I understand that when providing transportation for minors, I am acting as an adult chaperone, and will conduct myself accordingly with respect to the expectations and guidelines of the Catholic Diocese of Austin and my parish /school.

Signature _____ Date _____

Initials of Person Checking out the van (____)

Revised: July 5, 2011

Attachment 2
St. Jerome Catholic Church
Van/Bus Trip Request form

(Please Print Clearly)

(Copy Form and take the copy with you, original goes to secretary)

Part 1:

Today's Date: _____ Time Form received: _____

Requested by: _____

Name of Organization: _____

Date(s) Needed: _____

Departure Time: _____ Return Time: _____

User contact numbers:

Home (___) _____ Mobile (___) _____ Work (___) _____

Purpose of Trip: _____

Initial, intermediate and final Destinations: _____

Number of Passengers: _____ Driver(s) _____

(Must be 25 or older)

The key to the church van may be picked up during regular church office hours which are Monday to Friday from 8:30AM to 4:30PM. See parish secretary or business manager for key.

Have the drivers completed a Diocesan background check and EIM training within the last 3 years?
(Yes) _____ (No) _____

I agree as a church group leader to fully re-fuel the church van and to ensure the van is cleaned up after use. I will also ensure that the church van keys promptly returned after use.

Part 2:

Gas tank full (Yes) (No) if no why not? _____

Van cleaned out after return (Yes) (No) if no why not? _____

Any problems with the van? _____

Leave a copy of the following with your form: (1) Driver's License and (2) Proof of Insurance.
Please complete the attached Diocese Driver Information Sheet.

Signature _____

Date _____

Person Checking out the Van/Bus

Initials of Person Checking out the van (___)

Revised: July 5, 2011

