

ROMAN CATHOLIC
DIOCESE
OF CHARLESTON

Fleet Car Policy

Effective March 1, 2024

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SAFETY STATEMENT

This driver policy document was designed to establish minimum safety requirements for the operation of vehicles used for diocesan business. We are committed to providing and maintaining a safe working environment for our employees and protecting the citizens of the communities where we conduct business.

Operating a vehicle on diocesan business is a privilege and as such, all employees who drive a fleet car must review and comply with this policy. Your commitment to the policies and procedures set forth are vital to ensuring your safety and the safety of others.

Requirement for Usage of a Diocesan Fleet Car

- Please contact Wade McDaniel, Jr., at wmcdaniel@charlestdioocese.org to reserve a vehicle. Wade will make sure that you receive a car key before usage. Please note that Wade's hours are 7:30 a.m. to 3:00 p.m. on weekdays. If you contact him after 3:00 p.m. to request a vehicle for the following day, you may not hear back from him.
- We strongly request that you take the car back to the parking lot at 901 Orange Grove with at least a quarter of a tank of gas. If possible, please fill the tank before returning. If the tank is less than a quarter full you must fill it before returning it.
- Please return the car keys to Wade McDaniel. You may put it in the Planning and Operations mailbox in the mail room if needed.

Prohibited Actions

The following actions are prohibited and may result in the immediate revocation of driving privileges:

- Driving while distracted: including, but not limited to use of an electronic device or any other actions such as eating, drinking, grooming, etc.
- Driving while impaired: including operating a vehicle at any time when the ability to do so is impaired, affected, influenced by alcohol, cannabis (or any derivatives), any drugs, illness, fatigue, or injury.
- Reckless driving: including racing, retaliatory driving, or other actions that may needlessly endanger the driving public.
- Aggressive driving: including, but is not limited to speeding, tailgating, failure to signal a lane change, running red lights and stop signs, weaving in traffic, yelling, making obscene gestures and excessive use of the horn.
- Failure to follow and abide by federal, state, and local traffic laws and regulations.
- Failure to abide by site-specific posted speed limits while operating a diocesan vehicle.
- Failure to report to your supervisor any injury or incident involving a diocesan vehicle, or any non-owned vehicle operated on the diocese's behalf.
- Theft, damage to, or destruction of diocesan property.

- Payment for carrying passengers or materials: including accepting payment for carrying passengers or materials, using any diocesan vehicle for any enterprise outside the diocese, such as ridesharing or food/package delivery.
- Towing: including use of a diocesan vehicle to tow, push or pull another vehicle or trailer that is not diocesan owned or authorized.
- Transporting hazardous materials (unless authorized).
- Transporting any passengers in the bed of a diocesan vehicle.
- Using (purchase, rental, borrowing) of any 11-15 passenger vans (including new model sprinter vans), whether such vehicle is owned by the diocese or elsewhere.
 - The only exception is if all passenger seats are removed, and the van is used strictly for hauling cargo.
- Commission of a felony offense while using, operating or possessing a diocesan vehicle.

Additionally, employees must not allow cargo or materials such as dirt or mud to obscure the brake lights, license plate, or identification number of their diocesan vehicle.

If an employee receives a traffic or speeding ticket, THE EMPLOYEE will pay for or challenge the ticket. The fees and charges may not be expensed through the diocese.

Drug and Alcohol Use

The impairment of driving performance associated with drugs and alcohol is well documented and can be severe and result in fatal consequences. The use and abuse of banned substances and / or alcohol have serious, negative effects on the safe operation of vehicles. The use of some prescription or “over the counter” medication, including marijuana, can have similar effects.

Additionally, the use of some consumer products (also known as nutraceuticals), such as non-drowsiness medicines and energy drinks, can impair driving performance.

No employee may operate any vehicle, whether a personal or diocesan vehicle, on diocesan business while under the influence of any alcohol, drugs or medication that might impede the employee’s ability to operate such vehicle safely.

Required use of seat belts

The driver and all authorized occupants are required to wear seat belts when the diocesan vehicle is in motion. The driver is responsible for ensuring all passengers wear seat belts. Children are not to be transported in a diocesan vehicle unless they are an employee’s child/children and there is an emergency. If a child is transported, the driver must comply with the applicable local, state, and federal child safety seat requirements.

Licenses

Any employee operating a vehicle, whether personal or diocesan, while on diocesan business on public roads shall carry a valid U.S. driver's license with proper endorsements. Employees shall display the license on the request of any supervisor or law enforcement officer.

Diocesan Fleet Vehicles

- To be issued a diocesan vehicle, all drivers must read and sign the Driver Acknowledgement Form. See **Appendix A**.
- Diocesan fleet vehicles may be driven only while on diocesan business. Individuals who are assigned fleet vehicle are permitted to take the vehicle home after a late meeting and return it the next morning.
- Vehicles operated for diocesan business may only be driven by individuals who are authorized by the diocese and meet the minimum driver eligibility criteria.
- Drivers are required to have a motor vehicle report (MVR) completed through Catholic Mutual Group, that insures diocesan fleet vehicles, and complete driver awareness training online at charleston.cmgconnect.org. See **Appendix B**.
- Assigned drivers and other authorized employees must not allow an unauthorized individual, including family members, to operate a diocesan vehicle.

Use of Diocesan Vehicles for Personal Use

Diocesan fleet vehicles are provided exclusively for business purposes for diocesan employees. Only authorized employees may drive diocesan vehicles, if they meet the minimum driver eligibility criteria contained in this document.

Children and other family members are not permitted to drive a diocesan vehicle under any circumstances. Any other non-business use is expressly forbidden.

Personal Vehicles on Diocesan Business

Employees who drive their personal vehicles on diocesan business are subject to the requirements of this program including:

- Maintain auto liability insurance with minimum limits of \$100,000 per claim and \$300,000 per accident for bodily injury liability.
- Maintain current South Carolina state vehicle inspections as required.
- Maintain vehicle in a safe operating condition.
- Maintain an acceptable Motor Vehicle Report (MVR) with Catholic Mutual Group.
- Remove any "business use" exclusion on personal insurance policy.
- Comply with the policies and rules set forth in this Fleet Car Policy.
- Produce auto liability insurance certificate when requested by the diocese.

Motorcycles

Employees are prohibited from operating motorcycles, motor scooters or motor bikes when traveling on or for diocesan business.

Collisions

The following sections provide collision-scene and collision-review procedures and include classification of collision types. All collisions, no matter how minor, must be reported to the diocese immediately or as soon as practically possible.

Collision Scene Procedures

Employees will take the following actions when there are injuries and/or damage to vehicles or property:

- Stop, activate emergency flashers, and contact authorities immediately (9-1-1).
- Protect the scene of the collision with emergency reflectors, flares, lanterns, or flags.
- Administer first aid as appropriate and within your skill level.
- If directed by law enforcement, move the vehicle to a safe location.

Collect Information

- If possible, exchange insurance and other information with other parties involved, but do not talk about what happened or make any comment regarding the fault of either party.
- Get witness contact information.
- Use a mobile phone to take incident scene photographs if it is safe to do so. Be sure to obtain pictures of all involved vehicles, including license plates and damaged areas. Save all images digitally and email them to Catholic Mutual at emeister@catholicmutual.org. These may be called into evidence if needed.
- Take notes as to the number of people in the involved vehicles, names (if available), time of day, weather, and road conditions, etc.
- Call Catholic Mutual at 843-261-0473 or 843-261-0472.

Minimum Driver Eligibility

The diocese has established criteria to minimize the “at-risk” behavior that causes collisions, injuries, and property damage. Each current and prospective driver must meet the following standards to qualify and maintain driving privileges in good standing.

All drivers in good standing will:

- Possess a U.S. valid driver’s license with all necessary endorsements.
- Be able, by reason of experience, training or both, to operate the type of vehicle required to complete the work task.

Studies have shown that prior moving violations and collisions are proven indicators of future crash involvement. For this reason, the diocese has established criteria to minimize these “at-risk” behaviors. Drivers in good standing will:

- Have no more than three moving violations in the past three years.
- Have no more than two collisions in the past three years, no more than one of which was preventable.
- Have no more than one moving violation and one collision in the past three years.
- Have no serious violations in the past five years.

Appendix A

Driver Acknowledgment Form

1. The Diocese of Charleston has provided me with a copy of the policies defining the use of diocesan vehicles. In the event of an accident, I agree to comply with its instructions and understand that it is my responsibility to inform my direct supervisor as soon as possible following any accident or incident.
2. I further understand that it is my responsibility to notify proper law enforcement agencies from the scene of the accident.
3. I agree not to operate any vehicle while under the influence of illicit drugs or alcohol, or any medications that may impair my ability to operate any vehicle safely. I fully understand that, should I be found operating a diocesan vehicle while under the influence of drugs or alcohol, it constitutes grounds for immediate revocation of driving privileges and potentially constitutes grounds for termination.
4. I agree to drive only when I am alert and in full control of my assigned vehicle. If I am not, I will not drive, or I will pull over until such time as I am fully in control of the vehicle.
5. I agree to abide by all federal, state, and local laws and ordinances regarding the operation of a motor vehicle. In addition, I understand that it is my responsibility, as a holder of a driver's license, to remain informed of and to fully comply with current and future laws and ordinances governing the operation of motor vehicles within South Carolina and the U.S.
6. I understand that I must report to the diocese if I have any suspension, revocation, or cancellation of a driver's license prior to the operation of a diocesan vehicle or any vehicle while on diocesan business.
7. I agree to allow the Diocese of Charleston to request copies of my Motor Vehicle Report (MVR) as often as the diocese deems it necessary.
8. I understand that my use of any diocesan vehicle, or the privilege to drive on diocesan business, may be revoked or restricted in accordance with the provisions outlined in this policy, which I have read and reviewed.
9. Should the revocation or suspension of these privileges affect the performance of my assigned job responsibilities, I understand that this may constitute grounds for the revocation of driving privileges and potentially constitute grounds for termination.

Employee Signature: _____

Employee Name Printed: _____

Date: _____

Diocese of Charleston, SC

Defensive Driving Training Instructions

Step 1: Accessing CMG Connect

Go to <https://Charleston.CMGconnect.org/> to register for an account. Complete the three pages of "Register for a New Account" — basic account information, personal, and affiliation. Complete all required boxes.

The screenshot displays the registration interface. At the top, there's a navigation bar with 'Owensboro', 'FAQ', 'SUPPORT', 'Language - en', and a green 'Sign In Here' button. The main content area is divided into sections: 'Welcome to CMG Connect', 'The Diocese of [redacted] training hub', and a 'Brought to you by Catholic Mutual Group' banner. The registration form is overlaid, showing the 'Affiliation' step. The 'Driver' role is selected under 'I participate as a/an:'. Other roles include Catechist Staff, Camp/Retreat Center Staff, Children Staff, Clergy, Coach, Employee, Maintenance/Custodial/Housekeeping Staff, Parent, Parish Administrator/Business Manager, Personal Care Home Staff, and Religious Education. A 'Register My account' button is at the bottom right.

Select the **"Driver"** participation category on the last step, in addition to any other selections that describe your role at your primary location. This allows the platform to automatically assign the correct training(s).

If you are unsure of what category to select, please contact your diocese.

The login page has a dark background. At the top left is the 'CMG CONNECT' logo with the tagline 'The Training Platform of Catholic Mutual Group'. Below this are two input fields: 'Enter your username' and 'Enter your password'. A prominent blue button labeled 'Log me in' is positioned below the password field. At the bottom left, there is a link for 'Forgot Password?' and a 'Remember Me' checkbox.

If you completed training in the past, you may already have an account. Log in with your previous username and password by clicking the green "Sign in Here" button at the top right of the page.

If you cannot remember your password, click 'Forgot Password'. If your email address is not recognized or you do not have an email address in the system, contact cmgconnect@catholicmutual.org to request a password reset.

Step 2: Locate and Start Trainings

Once you have completed the registration process, you will be directed to your dashboard. Click "Start Curriculum" to begin. **Note: Available curriculums will vary based on the participation category you selected when registering. To update, click 'Edit Profile' and select applicable categories.**

To view other Optional Training Curriculums, click the yellow arrow.

The screenshot shows a user dashboard for 'Test_Driver Account' under 'Diocese Property'. It features a sidebar with navigation options: Dashboard, Training Archives, Inbox, Edit Profile, and Logout. The main content is divided into two sections: 'Required Training Curriculums' and 'Optional Training Curriculums'. Under 'Required Training Curriculums', there are two items: 'Defensive Driving Training' (with a 'Start Curriculum' button circled in red) and 'Location Safety Curriculum' (with a 'Never Expires' tag and a 'Start Curriculum' button). Under 'Optional Training Curriculums', there are four items: 'School Safety Coordinator Program Requirements 2018/2019' (1 Year, 'Start Curriculum'), 'Adult Anti-Bullying Training' (Never Expires, 'Start Curriculum'), 'Bloodborne Pathogens' (1 Year, 'Start Curriculum'), and 'Children's Anti-Bullying Training' (with a 'THAT'S REALLY NOT OK' video thumbnail and a yellow arrow circled in red, 'Start Curriculum').

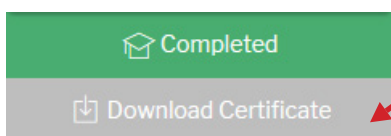
Step 3: Complete Training

Watch the training video, acknowledge diocesan policies, fill out the driver questionnaire, and submit your MVR check via the curriculum.

Each training page will be marked 'Done' as you progress.

Step 4: Access Certificate

After your MVR has been reviewed and approved, you will be able to log back in to the system to access your completion certificate. Locate your completed curriculum and select the gray 'Download Certificate' button.



The screenshot shows a 'Training Overview' sidebar on the left with items: 'Be Smart - Drive Safe II Video Page' (Done), 'Vehicle Policy Read and Acknowledge Page' (Done), 'Vehicle Safety Policy Read and Acknowledge Page' (Done), 'Passenger Van Policy Read and Acknowledge Page' (Done), 'Driver Questionnaire Question/Answer Page' (Done), and 'MVR Check MVR Check Page' (Progress). The main area is the 'MVR Check' form, which includes fields for: First name (Sample), Last name (Account), Address 1, Address 2, City, State (CT), Zipcode, Phone, Date of Birth (1928, January, 18), Driving License State, Driving License Number (XX999999), Confirm Driving License Number (XX999999), Social Security Number (000-00-0000), Confirm Social Security Number (000-00-0000), and a checkbox for 'I agree to terms and conditions Read Terms And conditions'. A blue 'Submit MVR Check Request Details' button is at the bottom.