

May, 2004

TO: Lucia McQuaide, Department of Education
Mark Butler, Department of Youth Ministry
All Diocesan Locations

FROM: Wm. Matthew Brown
Director of Finance

RE: Policy for 15 Passenger Vans

Effective immediately, it is the policy of the Diocese of Columbus to prohibit the use of fifteen (15) passenger vans to transport persons under the age of 19 years.

Other forms of transportation such as ten (10) passenger vans, private passenger vehicles, or professional transportation services may be used.

GUIDELINES FOR WHAT VANS MUST HAVE:

1. Fire extinguisher, first-aid kit, body-fluid cleanup kit, spare fuses & emergency reflectors.
2. Rooftop sign marked "School Transportation".
3. The Name of the School clearly marked on the Side of the Van.
4. Inspection by a qualified mechanic *no less than 2 times per year*. Documentation and proof of these inspections shall be kept on file with the School.
5. The *Driver* must complete and document a *Daily Pre-Trip Inspection*.
6. Loading of the vehicles shall be in compliance with the passenger, weight and other restrictions as identified by the original equipment manufacturer.
7. Drivers must have criminal background checks/fingerprints on file.
8. Drivers, unless from a professional transportation service, must attend the diocesan "Protecting God's Children Program."

Please distribute this information to all personnel that use diocesan owned vehicles or rent or lease vehicles in the name of the diocese for parish/youth group or school use.