

from the
Archdiocese of Dubuque Transportation Policy

PRIVATE PASSENGER VEHICLES

If a private passenger vehicle must be used, then the following information must be supplied/obtained and this information must be certified by the driver in question on the Driver Information Sheet/Volunteer Drivers Form.

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
3. The vehicle must have a valid and current registration and valid and current license plates.
4. The vehicle must be insured for the state minimum limits of liability.
5. All vehicle manufacturer recommendations must be followed. Examples: Number of passengers should not exceed number of seat belts. Seat belts must be worn by driver and all passengers. If vehicle has airbags, children under specified vehicle manufacturer age should not occupy front seat.
6. Each driver and/or chaperon should be given a copy of the approved itinerary including the route to be followed and a summary of his/her responsibilities.
7. A completed Driver Information Sheet/Volunteer Drivers Form must be obtained prior to the trip.

DISTANCE LIMITATIONS

1. Daily maximum miles driven should not exceed 500 miles per vehicle.
2. Maximum number of consecutive miles driven should not exceed 250 miles per driver without at least a 30 minute break.