



Diocesan owned vehicle and travel policy

Purpose: The purpose of this policy is to communicate the guidelines and responsibilities of Diocesan employees who have been assigned Diocesan vehicles.

In compliance with the Diocese of North Dakota's Safe Church policy, a background check must be completed for anyone operating a diocesan- owned/church-owned vehicle. The background check must consist of the following:

1. Criminal records check in any state where the applicant has resided during the past seven (7) years and other states, if any, as determined by the church.
2. Sexual offender registry check in any state where the applicant has resided during the past seven (7) years.
3. Driving or motor vehicle records check in any state where the applicant has resided during the past seven (7) years.
4. Expenses incurred for background checks are the responsibility of the program.

Vehicle policy when vehicle remains in employee's possession:

1. Only the employee assigned to that vehicle is allowed to drive the vehicle. Employee must have a current non-suspended driver's license.
2. The employee must not operate the vehicle if they have:
 - a. Consumed any alcoholic beverages
 - b. Taken any prescription, over the counter or illegal drug or substance that may impair driving ability.
3. The driver and all passengers in the vehicle must use passenger restraints at all times.
4. The driver must not talk or text on a cell phone, operate a computer or other equipment while the vehicle is in motion. It is acceptable to use a hands free blue tooth connection to talk on a cellular phone while driving – if available in the vehicle.
5. Any accidents or moving violations must be reported to the Administrator. Deductible will be paid by the entity using the vehicle at the time of the accident.
6. Operate the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
7. Adhere to manufacturer's recommendations regarding service, maintenance and inspection.
8. The Diocese pays for the following vehicle expenses:
 - a. Fuel – Diocesan business only
 - b. Tire repairs
 - c. Emergency towing
 - d. Fluid changes
 - e. Major repairs

- f. Tune ups.
- 9. Repairs exceeding \$1,000.00 should be preapproved by the Treasurer.
- 10. The IRS requires businesses to report personal use of company vehicles as compensation or income for the employee. To comply with IRS regulations employees will need to maintain a vehicle log of personal use. Personal use includes commuting miles etc. anytime the vehicle is not driven for business. The vehicle log form will be supplied by the Diocese and should include the beginning of the year odometer reading (on January 1), date of personal miles, total miles that trip, and odometer at the end of the year (December 31). Additional compensation is calculated using total personal miles divided by total miles driven during the year times the annual lease value of the vehicle.

Vehicle policy when vehicle remains on church property/grounds when not in use:

- 1. Only the person assigned by the priest-in-charge is allowed to drive the vehicle.
- 2. The driver must have a current, non-suspended driver's license.
- 3. The driver must not operate the vehicle if they have:
 - a. Consumed any alcoholic beverages
 - b. Taken any prescription, over the counter or illegal drug or substance that may impair driving ability.
- 4. The driver and all passengers in the vehicle must use passenger restraints at all times.
- 5. The driver must not talk or text on a cellular phone, operate a computer or other equipment while the vehicle is in motion.
- 6. Any accidents must be reported to the priest-in-charge immediately, who then reports to the Administrator.
- 7. Personal use of the vehicle is prohibited.
- 8. Driver must operate the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
- 9. Priest-in-charge is responsible for adhering to the manufacturer's recommendations regarding service, maintenance and inspection.
- 10. The vehicle expenses are the responsibility of the congregation who is in possession of the Diocesan vehicle.
- 11. Any vehicle log requirement would be at the discretion of the congregation.

Approved by Diocesan Council, November 2015.

Updated June 2016.