

Diocese of Covington

Policies & Procedures Manual

Section: Compliance – Insurance and Parish Events

Policy: Passenger Van Usage Policy



Effective July 1, 2003, Catholic Umbrella Pool II (Catholic Mutual Group) adopted the following policies governing the use of 11 (including the driver) to 15 passenger vans (whether owned, leased, or borrowed).

1. The use of non-owned (borrowed) or short-term leased 11 (including the driver) to 15 passenger vans to transport children or adults is strictly prohibited.
2. Beginning July 1, 2004, 11 to 15 passenger (including the driver) vans may be used for cargo hauling **only if** all but the front two seats are permanently removed from the vehicle.
3. After July 1, 2003, 11 to 15 passenger (including the driver) vans cannot be purchased or leased with the intention of transporting children or adults.
4. These sized vans may be replaced with either a school bus or Multifunction School Activity Bus (MFSAB). A MFSAB is a vehicle which complies with the Federal Motor Vehicle Safety Standards (FMVSS) applicable to school buses for crash survivability and mirrors.
5. If MFSAB is used for transporting children, these vehicles **must** meet FMVSS 111; FMVSS 220; FMVSS 221; and FMVSS 222 (see below). If purchasing a MFSAB to transport children, it is important to confirm with the seller that the vehicle meets all four FMVSS. There are vehicles that visually appear to conform, but are not.
6. When acquiring a bus or shuttle to transport adults, the FMVSS should also be followed. However, CUP II may approve adult transportation for a nonconforming bus or shuttle that meets at least two of the FMVSS's in limited circumstances. Requests for exceptions should be submitted to Catholic Mutual.
7. Although, MFSAB's are preferred, mini-vans may continue to be used to transport children or adults. A mini-van is defined as a passenger vehicle **designed** to transport no more than **8** total occupants. This limit **must not** be exceeded.

Below are links to the four FMVSS referred to in the above policy. Additional information on how to determine if a bus or shuttle meets FMVSS can be obtained from Catholic Mutual's Risk Management Department at (800) 228-6108.

[FMVSS 111](#) – Fulfills the safety requirement for the rear-view and cross-view visibility.

[FMVSS 220](#) – Establishes requirements for the school bus body structure in rollover accidents.

[FMVSS 221](#) – Regulates the strength of body panel joints in school buses.

[FMVSS 222](#) – Establishes occupant protection requirements for school bus passenger seating and barriers.

IMPORTANT NOTE: *Vans, Buses and Shuttles capable of transporting 16 or more passengers must also comply with the above FMVSS. As outlined in #6 of the above policy, exceptions can be made if the vehicle is used solely for the transportation of adults.*