

Catholic Diocese of Columbus Self-Insurance Office

MEMO: March 30, 2005
TO: All Locations
FROM: Self-Insurance Office
RE: Employees / Volunteers Driving for the Diocese of Columbus

In an effort to help curb the rising costs of auto claims and more effectively manage the risk exposure for the Diocese of Columbus, we are striving to clarify and emphasize our internal controls. This is very important to all of us as it allows us to direct more of our resources to the mission of the Church and the people that we serve every day.

The Diocese of Columbus requires all employees and/or volunteers who drive their own vehicles for diocesan business, to carry automobile insurance and to photocopy of their insurance card to be kept on file at their employment location. The employee or volunteer should have (at a minimum) personal auto insurance in the amounts of:

***\$100,000 per person / \$300,000 per occurrence for Bodily Injury and
\$100,000 Property Damage or a Combined Single Limit of \$300,000.***

A valid driver's license is required per the laws of the State of Ohio for operation of such vehicle, and upon request, employees/volunteers will provide proof of coverage with a Certificate of Insurance. No one under the age of 25 is permitted to operate a motor vehicle on behalf of the Diocese of Columbus or any diocesan organization or parish.

All auto accidents incurred by employees or volunteers while driving on diocesan business MUST BE REPORTED IMMEDIATELY to the Self-Insurance Office. It is our responsibility to report accurate and timely information to our insurance agent so that if a claim occurs, the insurance company will have all the necessary information to process the claim.

Reminder: It is the policy of the diocese to prohibit the use of fifteen (15) passenger vans to transport passengers. Other forms of transportation such as ten (10) passenger vans, private passenger vehicles, or professional transportation services may be used.