

CATHOLIC CHARITIES
AGENCY POLICIES AND PROCEDURES

Policy Name:	Use of Agency or Privately-Owned Vehicles
Domain:	Administrative and Service Environment 7.1
Policy Location:	www.archindy.org/intranet/shared/cci/index.html
Date of Adoption:	6/2017
Effective Date:	6/2017
Dates of Revision:	3/09/2021, 6/24
References:	

POLICY

Catholic Charities permits or requires the use of agency or privately-owned vehicles to transport clients or for other job-related tasks. This policy applies to vehicles owned by CC as well as those owned by employees, volunteers, and contractors. Job related tasks may include attending home visits, traveling between sites, and attending meetings etc.

PROCEDURE

The following are required for use of agency or privately-owned vehicles:

1. the use of age-appropriate restraint systems
2. adequate passenger supervision, as mandated by statute or regulation.
3. proper maintenance of CC owned vehicles.
4. current registration and inspection of vehicles
5. annual validation of licenses and driving records
6. motor vehicle insurance.

David J. Bethuram

David J. Bethuram
Executive Director

10/15/2024

Date