

**PERSONNEL****TRANSPORTATION**

When using a personal vehicle, the Coordinator/Director of Religious Education should be reimbursed for travel expenses incurred in the fulfillment of assigned responsibilities. These would include travel to regional and diocesan meetings, to in-service programs, and to pertinent diocesan conferences. Personnel using a personal vehicle on a regular basis for professional business are required to have that vehicle registered at the parish.

Registration of privately-owned vehicles shall include:

- a. License number
- b. Registration number
- c. Make, model and year
- d. Evidence that vehicle meets current state inspection standards
- e. Name and address of Insurance Carrier
- f. A copy of the "Declaration" or "Face Sheet" of insurance policy showing the following MINIMUM coverage:
- g. The vehicle must be insured for a minimum \$300,000 Bodily Injury/Property Damage Combined Single Limit; \$35,000 Combined Single Limit for Uninsured Motorist; \$35,000 Combined Single Limit for Underinsured Motorist.

The rate of reimbursement shall be the amount determined by the Diocese of Harrisburg for each current year. The estimated amount of transportation costs should be included in the budget projections for each year.

The use of a vehicle shall be provided by the parish for a member of a religious order or congregation who is the Coordinator/Director of Religious Education. The parish will pay for all normal expenses incurred in this apostolic ministry and in other professional activities.

Policy

Revised: October 4, 1996

NCD/Bishop of Harrisburg