

What are the Archdiocesan requirements for either an employee or volunteer to drive a parish vehicle or their own vehicle in connection with the parish or archdiocesan activity?**REQUIREMENTS FOR DRIVERS:**

- A current valid driver's license for the classification of motor vehicle operated.
- No major traffic violations. If one exists, contact the Office of Property and Construction Services.
- All individuals must be 21 years of age or older and complete either an Employee or Volunteer driver application form. (these forms are available in the Safety and Accident Prevention Manual)
- Automobile liability insurance meeting Washington State minimum of \$25,000/\$50,000 with a recommendation of \$100,000/\$300,000. Evidence of insurance is held at the parish or archdiocesan facility.
- Meet Archdiocesan Safe Environment requirements if minors or vulnerable adults are involved.
- Passenger vans seating 11-15 are not allowed. Mini vans are allowed (A mini-van is defined as a passenger vehicle designed to transport no more than 8 total occupants.)
- Motor vehicle used must be maintained in safe operating condition.
- Under no circumstance shall the number of passengers exceed the seating capacity of the motor vehicle.
- Motor vehicle must be equipped with appropriate safety devices and individual seat belts worn by driver and all occupants.
- Drivers shall at all times comply with the child passenger restraint requirements of RCW 46.61.687 when transporting children. Current child passenger restraint requirements may be accessed at <http://www.800bucklup.org/>.
- Cell phones and other electronic devices are not to be used at any time while operating a vehicle unless it is an emergency. The driver should pull off the road with the vehicle in park to use one of these devices.
- All drivers operating a school bus are required to possess a valid driver's license endorsed for the classification of vehicle they are operating. All passengers, including adult employees, are to be seated at all times the vehicle is in use. Transportation on school buses is intended to for school age children enrolled in the school. Exceptions can be made for a properly screened adult chaperone who intends to accompany students on a school related function, departing from the school grounds.
- Preventative maintenance has been proven to reduce down time and extend the life of a vehicle. All Archdiocesan vehicles should be adequately maintained through a preventative maintenance program. Vehicles should be maintained and serviced on a regular basis and in accordance with the manufacturer's recommendations. A maintenance log should be kept for all repairs and maintenance work. Also, a formal periodic inspection of each vehicle should be made.

ACCIDENT REPORTING

In the event of an accident, it is very important that the driver act properly.

1. **MAKE NO COMMENT REGARDING FAULT.**
2. Exchange driver, vehicle and insurance information and call the police department.
3. Personal vehicles drivers are to contact their insurance carrier. If Parish or Archdiocesan vehicle is involved complete the Accident Report Form which is kept in the vehicle.
4. Report the accident to Sedgwick at (866-471-9518) as soon as possible.
5. Any employee or volunteer who will drive as part of their job responsibilities as well as any driver involved in an at-fault accident is required to complete a Defensive Driving Course.

APPENDIX E – 5 VOLUNTEER DRIVER FORM

Name of Driver: _____

Address: _____

Drivers License #: _____ State Issued: _____

Year, Make & Model of Vehicle: _____

Insurance Company's Name: _____

Liability Limits: _____
(Minimum Limits \$25,000/\$50,000 recommended \$100,000/\$300,000)

Agent's Name: _____

In order to provide for the safety of those we serve, we must ask each volunteer driver to list all accidents or moving violations they have had in the last three years:

Please be aware that as a volunteer driver, your insurance is primary.

Thank you for helping us with our transportation needs.

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used. I understand my personal insurance is primary should an accident occur. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle. I have read and will abide with the "Requirements for Drivers" statement which are listed on Parish Assistance Memo 704. I am fit to operate a vehicle and will operate it safely and in accordance with the law at all times.

Volunteer Driver Signature

Date

Review By

Date

Note: To be filed in Volunteer File - Copy of current Insurance coverage to accompany this form

**APPENDIX C-1
VEHICLE MAINTENANCE & SERVICE LOG - Page 2**

<i>Items Serviced</i>	<i>1Q Date</i>	<i>2Q Date</i>	<i>3Q Date</i>	<i>4Q Date</i>
Oil Filters	_____	_____	_____	_____
Fuel Filters	_____	_____	_____	_____
Air filter Last Changed	_____	_____	_____	_____
Fan shroud	_____	_____	_____	_____
Fan belts	_____	_____	_____	_____
Alternator Belts	_____	_____	_____	_____
Motor mounts	_____	_____	_____	_____
Grease entire vehicle	_____	_____	_____	_____
Check for broken springs	_____	_____	_____	_____
Check all lights	_____	_____	_____	_____
Grease PTO shaft	_____	_____	_____	_____
Batteries checked	_____	_____	_____	_____
Cables checked	_____	_____	_____	_____
Radiator and heat hoses	_____	_____	_____	_____
Starter	_____	_____	_____	_____
U-Joints	_____	_____	_____	_____
Grease in rear ends. Last changed	_____	_____	_____	_____
Grease in trans. Last changed	_____	_____	_____	_____
Steering gear box	_____	_____	_____	_____
Shift lever box	_____	_____	_____	_____
Tire inflation	_____	_____	_____	_____
Throw out bearing	_____	_____	_____	_____
Check wheels for loose lug nuts	_____	_____	_____	_____
Check king pins and bearing looseness	_____	_____	_____	_____
Check tires for cuts	_____	_____	_____	_____
Check clutch free play	_____	_____	_____	_____
Check brake adjustment	_____	_____	_____	_____
Water filter changed	_____	_____	_____	_____
Antifreeze in radiator	_____	_____	_____	_____
Check safety triangles and flares	_____	_____	_____	_____
Fire extinguisher	_____	_____	_____	_____
First aid Kit	_____	_____	_____	_____
Body waste kit	_____	_____	_____	_____
Other	_____	_____	_____	_____

RETAIN THIS FORM ON FILE FOR THE DURATION OF OWNERSHIP OF THIS VEHICLE

APPENDIX C-2 ANNUAL VEHICLE INSPECTION

Vehicle: _____
Year
Make
Model

Vehicle Identification Number: _____

Tires:	<u>Good tread</u>	<u>Poor tread</u>	<u>Uneven wear</u>	<u>Sidewall damage</u>	<u>Other damage</u>
Left front	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Right front	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Right rear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Left rear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Spare	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Windshield: (Driver Side)

Use these symbols to describe damage

_____ scratch				
XXXXXX crack			<input type="checkbox"/> No damage to windshield	
+ chip				
..... sand blast				

Mechanical:

Engine	<input type="checkbox"/> Smooth	<input type="checkbox"/> Rough	<input type="checkbox"/> Burns Oil	<u>Other</u>
Transmission	<input type="checkbox"/> Smooth	<input type="checkbox"/> Slips	<input type="checkbox"/> Leaks Oil	_____
Brakes	<input type="checkbox"/> Quiet	<input type="checkbox"/> Noisy	<input type="checkbox"/> Pulls to side	_____
Front end & Steering	<input type="checkbox"/> Smooth	<input type="checkbox"/> Unbalanced	<input type="checkbox"/> Pulls to side	_____
Other (radiator, A/C, muffler etc.)	<input type="checkbox"/> OK			_____

Metal and Paint:

	<u>No damage</u>	<u>Dented</u>	<u>Rusted</u>	<u>Chipped</u>	<u>Scratched</u>	<u>Other</u>
Top of vehicle	<input type="checkbox"/>	_____				
Engine hood	<input type="checkbox"/>	_____				
Grille	<input type="checkbox"/>	_____				
Front Bumper	<input type="checkbox"/>	_____				
Left front fender	<input type="checkbox"/>	_____				
LF door and rocker panel	<input type="checkbox"/>	_____				
LR door and rocker panel	<input type="checkbox"/>	_____				
Left rear fender	<input type="checkbox"/>	_____				
Truck deck	<input type="checkbox"/>	_____				
Rear bumper	<input type="checkbox"/>	_____				
Right rear fender	<input type="checkbox"/>	_____				
RR door and rocker panel	<input type="checkbox"/>	_____				
RF door and rocker panel	<input type="checkbox"/>	_____				
Right front fender	<input type="checkbox"/>	_____				

Interior:

	<u>No damage</u>	<u>Soiled</u>	<u>Torn</u>	<u>Worn</u>	<u>Other</u>
Seats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Headline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Front floor mats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Rear floor mats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Retain this form on file for the duration of vehicle ownership

Inspected by: _____ Date: _____