Property & Construction Services

P A M

Parish Assistance Memo

704

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.

Catholic Archdiocese of Seattle Updated 9-2014 Property & Construction Services 710 Ninth Ave. Seattle, Washington 98104 (206) 382-4851

APPENDIX D-15 EMPLOYEE DRIVER APPLICATION

Church or School Name:			(City:				
Applicant Name:	(First)	(Mic	ldle)	(Last)				
	Phone:				<u> </u>			
Current Address:								
(City)	How long at this address? (State) (Zip Code)							
Previous Address:								
Driver Licenses								
License #	State	Type			Ex	piration date		
	State	1)10				praction date		
Driving Experience								
Class of equipment	Employer name		From	То		Approx. miles		
Accident Record for pas	st 3 years							
Date	Nature of accident				Injuries/Fatalities			
Moving Violations for past 3 years								
Location (City & State)		ate Charge			Penalty			
-						-		
Have you ever failed or refused a Department of Transportation (DOT) mandated pre-employment test in the past two years?								
	Yes		No					
Have you ever been denied a license, permit or privilege to operate a motor vehicle?								
	Yes		No					
Has any license, permit, or privilege ever been suspended, revoked or forfeited?								
	Yes		No		Date	2		

Note: To be filed in personnel file

APPENDIX E - 5 VOLUNTEER DRIVER FORM

me of Driver:	
ress:	
	State Issued:
ar, Make & Model of Vehicle:	
urance Company's Name:	
ability Limits:(Minimum Limits \$25,000/\$50,000	0 recommended \$100,000/\$300,000)
gent's Name:	
In order to provide for the safety of those all accidents or moving violations they have	we serve, we must ask each volunteer driver to list ave had in the last three years:
-	·
ease be aware that as a volunteer driver,	your insurance is primary.
ank you for helping us with our transportat	
<u>Certification</u>	ion needs.
knowledge. I understand that as a volunt possess a valid driver's license, have the registration, and have the required insurance understand my personal insurance is prin refrain from using a cell phone or any oth I have read and will abide with the "Requ	s form is true and correct to the best of my seer driver, I must be 21 years of age or older, proper and current license and vehicle ance coverage in effect on any vehicle used. I mary should an accident occur. I agree that I will her electronic device while operating my vehicle. uirements for Drivers" statement which are am fit to operate a vehicle and will operate it 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 September 2014

APPENDIX C-1 VEHICLE MAINTENANCE & SERVICE LOG

Vehicle:				<u></u>			
Year		Make	Model				
Vehicle Identificati	ion Number:			<u>—</u>			
Service to Compl	lata France	Date & Miles of Last	Date & Miles of This	Who Performed			
Service to Compi	icic Every.	Service	Service	Service?			
5,000 miles:		Bervice	Bervice	Betvice.			
Oil change							
Oil filter change							
Lube/grease							
Check all fluid le	evels						
Check all drive b							
Check tire inflation							
Check hoses and							
15,000 miles:							
Replace air filter	& element						
Replace fuel filte							
Replace PCV val							
25,000 miles:							
Change trans. flu	id and filter						
6 months:	10 4110 111101						
Rotate tires							
Check brake linir	ngs and hoses						
Check power stee	=						
Check A/C system							
Inspect/replace shocks (as needed)							
Yearly:	((l.				
Engine tune-up (fall)						
Rebalance tires							
Front end alignment (spring)							
2 Years:							
Replace anti-free	ze/flush system						
Miscellaneous Se							
Headlights and al							
Misc. light bulbs							
Washer solvent/wiper blades							
	-F						
Miscellaneous Rej	nairs						
Date							

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

	1Q	2Q	3Q	4Q
Items Serviced	Date	Date	Date	Date
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				
Ouici				

APPENDIX C-2 ANNUAL VEHICLE INSPECTION

Vehicle:								
	Year	Mak	te	Mo	odel			
Vehicle Identification Nur	nber:							
	·							
Tires:	Good tread	Poor tread	Unever	n wear Sid	lewall dar	nage Ot	her dam	age
Left front								
Right front								
Right rear								
Left rear								
Spare								
Windshield::		(Driver Sid	le)				
Use these symbols to desc	ribe damage					٦		
scratch		/				1		☐ No damage to
XXXXX crack		/				1		windshield
+ chip		/				1		
sand blast						_		
Mechanical:								Other
Engine		□ Smoot	h	□ Rough	ı	☐ Burns Oil		<u>Other</u>
Transmission				□ Slips		☐ Leaks Oil		-
Brakes		☐ Quiet	.11	□ Noisy		☐ Pulls to si		-
Front end & Steering		□ Smoot	h	☐ Unbala		☐ Pulls to si		
Other (radiator, A/C, muff	ler etc.)	□ ОК						
Metal and Paint:				~				
TD C 1:1	No damage D	_	_	Chipped S		<u>Other</u>		
Top of vehicle								
Engine hood								
Grille								
Front Bumper								
Left front fender								
LF door and rocker panel								
LR door and rocker panel Left rear fender								
Truck deck								
Rear bumper								
Right rear fender								
RR door and rocker panel			Ä					
RF door and rocker panel								
Right front fender								
reight from femaci	_		_					
Interior:	No damage	Soiled	<u>T</u>	<u>'orn</u>	Worn	Other		
Seats								
Headline								
Front floor mats								
Rear floor mats								
Retain this form on file f	or the duration	n of vahiala a	wnorchin					
retain uns ivi ili vii ille i	or the unitalion	a or veincie o	wher sind					
T.,							Data	