

DIOCESE OF BRIDGEPORT

JULY 1, 2002

AUTOMOTIVE FLEET SAFETY PROGRAM

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- Road Test
- Vehicle Inspection Report
- Vehicle Service Log
- Accident Report Notice

POLICY OF THE DIOCESE OF BRIDGEPORT
FOR AUTOMOTIVE FLEET SAFETY PROGRAM

JULY 1, 2002

AUTOMOTIVE FLEET SAFETY PROGRAM FOR INSURED LOCATIONS OF
THE DIOCESE OF BRIDGEPORT

The Diocese of Bridgeport recognizes the importance of establishing an Automotive Fleet Safety Program. The goal of this policy is to reduce accidents and claims by controlling exposures which have a direct effect on loss experience. This correspondence is to advise you of the formation of this policy and to provide the practical methods for implementation. The participants and covered entities under the Diocese of Bridgeport insurance program have responsibilities for making this policy an effective tool in loss prevention.

THE FOUR BASIC ELEMENTS OF THE PROGRAM ARE AS FOLLOWS:

1. **Vehicle Use**
2. **Driver Selection and Training**
3. **Preventive Maintenance**
4. **Accident Reporting, Recording and Analysis**

It is the responsibility of the local employer to implement all parts of this program.

The annual inspection of each insured location by Catholic Mutual's Risk Manager will include a review for compliance with this program.

The failure of a location to cooperate with this program may result in a restriction or elimination of specified coverages at that location by insurance providers.

1. **VEHICLE USE**

Private passenger or commercial/service vehicles owned by each diocesan location are primarily intended for business use only. Therefore, personal use of employer owned vehicles is to be kept to a minimum. Only employees or designated volunteers acting within the scope of their work duties should be permitted to drive these vehicles. Non-work use by employees or others should not be permitted.

In some instances, private passenger automobiles owned by the employer are provided to individual employees for personal use in addition to their work related duties. Personal use of these vehicles is limited to the employee and his or her legal spouse only. Children or other family members are not permitted to drive these vehicles.

2. DRIVER SELECTION AND TRAINING

The following forms are part of this policy and samples are included:

1. Driver History Request form (enclosed)
2. Road Test form (enclosed)
3. Unacceptable Driver document (attached)

Great care should be exercised in selecting individuals who will be operating church vehicles on a regular or occasional basis. Every driver should be required to complete the Application for Employment Form.

A copy of the Connecticut Motor Vehicle Record (MVR) should be obtained to ascertain that the applicant has a valid license and to review the driver's past record. An up-to-date listing of all authorized drivers should be maintained with all pertinent background information on the driver (e.g. social security number, date of birth, etc.).

An individual who claims the ability to operate a larger commercial vehicle is to be given a road test.

The Unacceptable Driver Document is for evaluation after information is gathered on an Application for Employment Form and the Motor Vehicle Record History Form. An applicant/employee who fails to qualify as an acceptable driver should not be permitted to operate a vehicle as part of his employment.

UNACCEPTABLE DRIVERS

We are establishing minimum standards nationally for defining an unacceptable driver. These standards are based upon the accident/violation history of the driver for the prior three years. The accident/violation history used in applying these standards will include those shown on the driver's MVR, supplemented by the application, our own claims history for the risk, and any information the prior carrier may furnish us.

A driver is unacceptable if the driver's accident/violation history in the last three years:

1. Includes one or more of the following serious violations:
 - a. Driving under the influence of alcohol or drugs
 - b. Hit and run
 - c. Failure to report an accident
 - d. Negligent homicide arising out of the use of a motor vehicle
 - e. Operating during a period of suspension or revocation
 - f. Using a motor vehicle for the commission of a felony
 - g. Operating a motor vehicle without owner's authority (grand theft)
 - h. Permitting an unlicensed person to drive
 - i. Reckless driving
 - j. Speed contest
2. Consists of any combination of accidents and moving violations which total **three**.

All accidents must be included in the above determination, both "at fault" and "not at fault" accidents. While the latter may not have been caused by that driver, there is usually no way to make these distinctions from MVR information.

3. PREVENTIVE MAINTENANCE

The following forms are included for your use.

1. Motor Vehicle Inspection Report
2. Maintenance Log

To ensure that all diocesan vehicles are being adequately maintained, a preventive maintenance program should be instituted. The groundwork for a good preventative maintenance system usually starts with the manufacturer's recommendations concerning necessary maintenance and the time or mileage at which it should be performed. This should provide some assurances that the vehicle is in good operating condition as well as to receive the most economical service from the vehicle. Records should be kept on each vehicle for all repairs and routine maintenance work. Also, a formal periodic inspection should be made of the vehicle and a record kept of such inspections.

SMOKING

The Diocese of Bridgeport has instituted a "No Smoking" policy inside buildings and work areas. This includes employer owned vehicles. Therefore, smoking in diocesan owned vehicles is not permitted.

4. ACCIDENT REPORTING, RECORDING AND ANALYSIS

Enclosures: 1. Automobile Loss Notice Form

When an accident occurs, it is very important that the driver:

- A. Make no comment regarding the fault of either party.
- B. Exchange driver, vehicle, and insurance information.
- C. Contact local authorities where required.
- D. Report the accident to Catholic Mutual as soon as practical by telephone, followed by a written report. (Automobile Loss Notice Form).

**Diocese of Bridgeport
10 to 15 Passenger Van Guidelines**

The Catholic Umbrella Pool has adopted the following guidelines governing the purchasing and usage of 10 to 15 passenger vans.

- **New or used 10 to 15 passenger vans are no longer to be purchased or leased (including short-term leases such as 1-2 weeks) for the transportation of students.**
- A 10 to 15 passenger van should not be used to transport children ages preschool to grade 12 to or from any school or parish function.
- “School or parish function” is defined as any function related to school or parish operations (including religious education programs).
- Seats should not be removed from a 10 to 15 passenger van to reduce capacity. Also, nine passengers or less should not be transported in a 10 to 15 passenger van.
- Nine-passenger vans (or smaller) can continue to be used for parish/school functions. When counting passengers, the driver is not included.

POLICY ON CELLULAR PHONE USE

Employees who drive diocesan vehicles should always keep safety a top priority. Statistics indicate that the distraction caused by cellular phone use while driving greatly increases the potential for an accident. As a result of this, we have developed the following guidelines to reduce your likelihood of being involved in an accident.

- Keep cellular phone usage at a minimum while your vehicle is in motion.
- Utilize “hands-free” accessories whenever possible.
- If you have a passenger with you, ask them to make your call for you.
- Make sure you are aware of the traffic conditions before you answer or initiate a call.
- When driving in heavy traffic or poor road conditions, allow incoming calls to be picked up by your voice mailbox or answering service.
- If conversations require note taking or complex thought, drivers should pull off the road in a safe location or offer to return the call at a later time. (Do not attempt to write or take notes while driving.)
- Don't let phone calls keep you from driving defensively.

There is proposed legislation in most states across the country on using the cellular phone while driving. It is important for employees to know what the laws are for their particular state and to make certain that they abide by these laws.