

## **Transportation Policy**

This Transportation Management Policy constitutes the Catholic Charities of Central and Northern Missouri (CCCNMO) policies and procedures governing the use, maintenance, and protection of CCCNMO fleet vehicles. The purpose of this document is to provide all CCCNMO staff with the guidelines and requirements for operating a CCCNMO or personal vehicle while conducting business on behalf of CCCNMO.

The document applies to all CCCNMO locations and staff.

# Transportation Policy Procedure

## Definitions

**Fleet Credit Card:** A credit card designated solely for the payment of fuel and small maintenance services for CCCNMO vehicles. The Fleet Credit Card is for authorized purchases for the corresponding CCCNMO vehicle when operated for official purposes.

**Loss, Damage, and Destruction:** The unintended, unforeseen, or accidental loss, damage, or destruction to property that reduces CCCNMO's expected economic benefits of the property. Loss of property includes, but is not limited to:

- Items that cannot be found after a reasonable search;
- Theft;
- Damage resulting in unexpected harm to property requiring repair to restore the item to usable condition; or
- Destruction resulting from incidents that render the item useless for its intended purpose or beyond economical repair.

**Official Use:** Business operations conducted on behalf of CCCNMO, including transporting clients.

**Staff:** Personnel directly employed by CCCNMO.

**Unofficial Use:** Operations not officially authorized or confirmed by CCCNMO, including running personal errands and taking CCCNMO vehicles home overnight without prior authorization.

## Proper Use of Fleet Vehicles

CCCNMO vehicles are available to staff for official use only. Unauthorized individuals may not operate CCCNMO vehicles. Drivers are prohibited from using CCCNMO vehicles for unofficial use, including running personal errands and taking CCCNMO vehicles home overnight, unless granted exempt permission by the Office of Support Services when there is:

- An immediate or imminent clear and present danger;
- An immediate, unforeseen emergency;
- A compelling operational consideration; or
- Strictly defined field work.

## **Federal, State, and Local Laws**

While operating a CCCNMO vehicle, Drivers must follow all federal, state, and local laws. Drivers must have in their possession a valid driver's license from a state, the District of Columbia, Puerto Rico, or a U.S. territory/possession. All occupants must wear their seat belts when the vehicle is in motion. Drivers must also comply with applicable seat belt use requirements under state and local laws when traveling in a CCCNMO vehicle.

## **Transporting Minors**

Staff should not be transporting minors alone without parent or guardian present unless with supervisor permission. There should always be at least three (3) people in the vehicle. There should never be a child and adult alone in a vehicle.

### *Child Restraints*

Minors must be secured in an appropriate safety system per Rasmi Section 307.179. Children less than four years of age, regardless of weight, shall be secured in a child passenger restraint system appropriate for that child. Infants must ride rear facing until they reach two years of age.

## **Willful Misuse**

### *Smoking*

Smoking or use of any tobacco product is prohibited in all CCCNMO vehicles.

### *Hand-Held Devices*

Use of hand-held phones or other wireless devices while operating CCCNMO vehicles is prohibited. Drivers must park vehicles to use hand-held phones or other wireless devices. If the Driver of a CCCNMO vehicle is ticketed or involved in an accident due to the use of a hand-held phone or other device, the Driver will be fully responsible for vehicle damage and/or any legal action that may result.

### *Disciplinary Action*

Driver willful misuse or negligence while operating a CCCNMO vehicle is subject to disciplinary action which may include warnings, reprimands, suspensions from driving on behalf of CCCNMO, or removal from CCCNMO employment or service. In the event of the loss, damage, and/or destruction of CCCNMO property that is deemed by law enforcement to be the Driver's fault, the Driver will be required to compensate CCCNMO for the insurance deductible or other costs required to repair the vehicle to its working condition.

## **Driver Eligibility**

### **Eligibility for All Drivers**

All CCCNMO staff must accept and sign the CCCNMO Transportation Policy Agreement before they may be considered eligible to transport clients or operate CCCNMO vehicles.

#### *Requirements*

- A valid driver's license
- A clean motor vehicle record, which is defined as having none of the following in the last three years:
  - Violations
  - At-fault accidents
  - Traffic-related convictions

### **Eligibility for Driving CCCNMO Vehicles**

Staff must have the following in their personnel file:

- Copy of current driver's license
- Acceptance of CCCNMO Transportation Policy Agreement

In the event of an automobile accident while driving a CCCNMO vehicle for official use, the CCCNMO automobile insurance policy will take primary coverage.

### **Eligibility for Driving Personal Vehicles**

#### *Use of Personal Vehicles*

Drivers should only use their personal vehicles for official use when there is not a CCCNMO vehicle available. If a CCCNMO vehicle is available but the driver chooses to use their personal vehicle anyway, then they will neither be reimbursed for mileage nor allowed to charge fuel to their CCCNMO credit card.

### **Drivers may not transport clients in their personal or rented vehicles.**

In the event of an automobile accident while driving a personal vehicle for official use, the personal automobile insurance policy will take primary coverage.

#### *Mileage Reimbursement*

Mileage reimbursement for pre-approved usage of a private vehicle must be submitted using the mileage reimbursement form. Mileage reimbursement for personal vehicles will be made at the optional standard mileage rate for business as published by the IRS and in effect.

## **Checking Out a Vehicle**

### **Reservation Process**

When possible, vehicles should be reserved as soon as the driver identifies the transportation need. This will help ensure that a vehicle will be available to them when they need it. Vehicles may be available on an ad-hoc basis, but Drivers should be aware that reservations take priority and that they risk not having an available vehicle if they do not make a reservation in advance.

To reserve a vehicle:

- Click on the CCCNMO Fleet Vehicle calendar date that you're reserving. If you cannot locate this calendar, notify the Office of Support and Services.
- Click add new appointment
- Title your reservation
- Select the times you're needing the vehicle (give yourself ample before and after times)
- Click on the Location button (a drop down appears), double click on the vehicle you are reserving and click OK
- To see if a vehicle you would like to reserve is available, hover over the Location line or type in a key word, such as Ford or Dodge
- Click on Optional, type in your email address and anyone else you are traveling with
- Click Send. Now your reservation is on the vehicle calendar, and on your calendar (and anyone else's calendar that you placed in the Optional line).

### **Key/Vehicle Check-Out Process**

1. The driver reserves a vehicle using the Fleet Vehicle Calendar in Outlook.
2. The driver picks up the vehicle key and vehicle folder from the front desk, after the front desk verifies that the vehicle has been reserved properly.
3. Before entering the vehicle, the driver shall perform a quick visual check that there are no obvious signs of damage or unsafe conditions.
4. Upon entering the vehicle, the driver shall check if the vehicle's interior is clean, is equipped with the appropriate resources (e.g., infant seats) and has at least 1/2 gas in the tank. If this is not the case, the driver should report the car's condition to the front desk.
5. The driver shall familiarize themselves with the vehicle:
  - Adjust the rear-view mirror and side mirrors. Ensure that you can view the objects in all mirrors without turning your head.
  - Adjust your seat height and distance so that you can comfortably reach the gas and brake pedals.
  - Adjust the steering wheel so that you can comfortably hold the steering wheel and view the dashboard without moving your head.
  - Enter your destination address and any stops along the way into your GPS before driving. If the driver identifies a need to change their destination at any point during the trip, then they must do this while parked. Do not attempt to operate a GPS while the vehicle is in motion.

## **Purchasing Fuel**

### *Authorized CCCNMO Credit Card Use*

Drivers may use the Fleet Credit Card to purchase fuel, oil, and services required to keep the CCCNMO vehicle in proper operating condition. A Fleet Credit Card is provided for each CCCNMO vehicle. Drivers must retain all receipts and keep them in the Vehicle folder.

### *Unauthorized CCCNMO Credit Card Use*

Usage of the Fleet Credit Card to fuel a personal vehicle is strictly prohibited. The Fleet Credit Card user will be held responsible for any charges made on the card that are determined by the Office of Support Services to be unauthorized usage. Misuse of the Fleet Credit Card is prohibited and may be subject to disciplinary action which may include warnings, reprimands, suspensions from driving on behalf of CCCNMO, or removal from CCCNMO employment or service.

### *Procedure for Fueling CCCNMO Vehicles*

1. If the fuel tank indicates a level of  $\frac{1}{2}$  or lower, then the Driver is responsible for purchasing fuel before returning the vehicle.
2. Identify the location of the vehicle's fuel tank.
3. Retrieve the Fleet Credit Card from the zippered pouch.
4. Select the appropriate fuel type for the vehicle.
5. When prompted, select YES for a receipt.
6. You will be prompted to enter the current odometer.
7. When prompted for a PIN, press Enter (the fleet vehicle cc does not require a pin)
8. Fill the gas tank.
9. Close the gas cap until it clicks.
10. Collect the receipt. If a receipt does not print, go inside the gas station and request a printed receipt.
11. Return the credit card and put the receipt in the zippered pouch.

## **Key/Vehicle Return Process**

1. Before returning the vehicle, if the gas tank indicates a level of  $\frac{1}{2}$  or lower, then the driver shall fill the gas tank by purchasing fuel with the Fleet Credit Card.
2. After completing the travel, the driver shall safely park the vehicle in the designated agency vehicle parking area.
  - While at the Jefferson City office, park CCCNMO vehicles under the solar panel car port on the gravel.
  - Ensure that you have parked within the lines in a non-handicapped spot.
  - If parking on a hill or grade, turn the wheels sharply toward the side of the road and engage the parking brake.
  - Turn off the vehicle.
  - Retrieve all trash and all your personal belongings. Staff will be held liable for any costs associated to a cleaning fee if it is found that the vehicle was returned in need of a detailed cleaning which could be up to \$250.
  - Retrieve the vehicle key and vehicle folder.
  - Exit and lock the vehicle.

3. The driver shall note the ending mileage and fill out the mileage log upon returning the binder.

### **After-Hours Returns**

Vehicles returned after normal business hours should make sure that the key and vehicle folder are placed at the front desk. Vehicle keys and folders should not be taken home and returned the next morning, they must remain in the CCCNMO office unless traveling with the vehicle.

### **Incidents, Injuries, and Medical Emergencies**

#### **Incidents (Car Accidents)**

- 1) Pull over to the right side of the road or out of the path of traffic as much as possible.
- 2) Notify your CCCNMO supervisor
- 3) If applicable, notify the client's case manager of the delay and coordinate logistics for the client to receive transportation to their destination
- 4) Remain calm. Do not accept blame and/or guilt. Do not accuse or blame the other driver.
- 5) Exchange information with the other driver:
  - Name, address, and phone number
  - Insurance company name and account number
  - License plate number
- 6) Contact the relevant insurance company:
  - CCCNMO vehicles: Winter-Dent (POC: Teresa Lueckenotte) at 573-634-2122 or 800-869-3472 and reference the CCCNMO policy number 52321944
  - Personal vehicles: your automobile insurance company
- 7) If there has been property damage, call Winter-Dent (POC: Teresa Lueckenotte) at 573-634-2122 or 800-869-3472 and reference the CCCNMO policy number 52321944
- 8) Email Director of Support Services within 24 hours

#### **Injuries**

If the injury involves lots of blood, a head injury, or a serious bone fracture, call 911 immediately.

*Injuries that Occur on Diocese Property, Require an Individual to See a Physician, and/or Involve the Head, Neck, or Back*

The driver must complete a Diocese of Jefferson City Accident Report Form and email a copy of it to the Director of Support Services within 24 hours of the incident.

*Injuries to Guests, Volunteers, or Parishioners*

Call Winter-Dent (POC: Teresa Lueckenotte) at 573-634-2122 or 800-869-3472 and reference the CCCNMO policy number 52321944.

### *Injuries to Staff*

If the injury does not involve lots of blood, a head injury, or a serious bone fracture, call the NurseAid Work Injury Line at 1-800-442-0593 for a treatment recommendation from a registered nurse. The injured employee and their supervisor must contact Missouri Employers Mutual Workers' Compensation (1-800-442-0592) within 24 hours of the incident and reference the CCCNMO policy number: 2004345.

### **Medical Emergencies**

A medical emergency is an event that you reasonably believe threatens your or someone else's life or limb in such a manner that immediate medical care is needed to prevent death or serious impairment of health.

- In the event of an emergency, drivers should dial 911 and should NOT attempt to transport the client
- In the event of a mental health crisis, call the Missouri Department of Mental Health's Access Crisis Intervention hotline:
  - Compass Health Crisis Line 888-237-4567
    - Counties Covered: Lafayette, Cass, Bates, Vernon, Johnson, Henry, St. Clair, Cedar, Benton, Hickory, Camden, Laclede, Miller, Pulaski, Cole, Osage, Maries, Phelps, Dent, Gasconade, Crawford, Franklin, Warren, St. Charles, Lincoln
  - Burrell Central MO Crisis Line 800-395-2132
    - Counties Covered: Carroll, Chariton, Randolph, Saline, Howard, Boone, Cooper, Pettis, Moniteau, Morgan

### **Maintenance and Repairs**

#### **Preventive Maintenance Inspection**

To ensure that CCCNMO vehicles operate effectively and efficiently, regular inspection and maintenance will be conducted as follows:

- Conditions of the vehicles are reviewed on a quarterly basis, including a 50-point inspection (this may include an oil change or windshield wiper fluids)
- Oil changes and tire rotations are due every 5,000 miles
- Routine inspections or safety checks of critical items, such as brakes, lights, tires, wipers, etc., are done every 15,000 miles or sooner if a problem arises
- Every 30,000 miles, vehicles receive a tune-up, transmission service, cooling system service, brake service, air conditioning service, etc.

#### **Repairs**

All repairs and preventive maintenance of CCCNMO vehicles will be coordinated with local garages through the Office of Support Services.



## **Vehicle Lifecycle Management**

### **Vehicle Acquisition**

Acquisition of all CCCNMO vehicles will be through the Office of Support Services as the central ordering point for motor vehicle procurements. Procurement requests for any motor vehicle must be reviewed and approved by the Director of Support Services.

#### *Procurement Sources*

- General Services Administration (GSA) Auto Auctions – When a vehicle meets its replacement criteria, GSA Fleet offers the vehicle for sale to the public. Every year, GSA Fleet sells over 30,000 vehicles. Auction inventories vary at each sale, but usually include multiple vehicle types with varying fuel capabilities.
- Missouri Surplus Store
- Local car dealerships

### **Vehicle Replacement**

#### *Vehicle Replacement Criteria*

- Damaged vehicles: if the vehicle is unsalvageable or when repairing the vehicle would incur an economic loss
  - $((\text{Book Value} + \text{Repair Cost} = \text{New Investment}) - \text{Market Value}) = \text{Difference}$ 
    - Add the Book Value plus Repair Cost to identify what your “New Investment” would equal. Then subtract the Market Value from the New Investment to find the “Difference.” If the Difference exceeds the Market Value, then it is an economic loss to CCCNMO.
- Undamaged sedans: at 36 months or 75,000 miles
- Undamaged light-duty trucks: at 48 months or 100,000 miles

# AGREEMENT

All CCCNMO Staff that want to participate in any CCCNMO driving activities must comply with the CCCNMO Driving Policy. Acceptance of this policy does not guarantee that personnel will be authorized to drive CCCNMO agency vehicles. Driving privileges of CCCNMO agency vehicles may be revoked at any time at the discretion of CCCNMO.

While driving a CCCNMO agency vehicle, I agree with the following:

1. I am at least 18 years of age.
2. I possess a valid, non-probationary driver's license and have provided a copy of my license to CCCNMO.
3. I am not aware of any disability that may impair my ability to drive safely.
4. I agree to abide by and comply with all applicable laws and ordinances, including speed limits.
5. I will comply with all CCCNMO policies and procedures and acknowledge that these policies and procedures have been furnished to me.
6. I will comply with all Safe Environment policies of the Diocese of Jefferson City if I am transporting minors or vulnerable adults.
7. Before operating a CCCNMO vehicle, I will check to make sure no dashboard lights are on that indicate the car needs to be serviced. If such lights are on, I will notify CCCNMO staff and will not drive the vehicle.
8. I will notify the appropriate CCCNMO support staff if any service lights are on upon my return of the vehicle.
9. I will return the vehicle with at least a half tank of gas and will submit any fuel receipts to CCCNMO staff.
10. Every person I am transporting in the CCCNMO vehicle will wear a seat belt.
11. I understand that the fleet vehicle is insured through CCCNMO.
12. I consent to CCCNMO conducting a DMV search on my driving record.

\_\_\_ I **ACCEPT** the CCCNMO Driving Policy.

\_\_\_ I **DECLINE** the CCCNMO Driving Policy. In declining, I understand that I am not eligible to drive CCCNMO vehicles and will accept an assignment that does not require the use of agency vehicles.

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Printed Name

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Signature

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Date