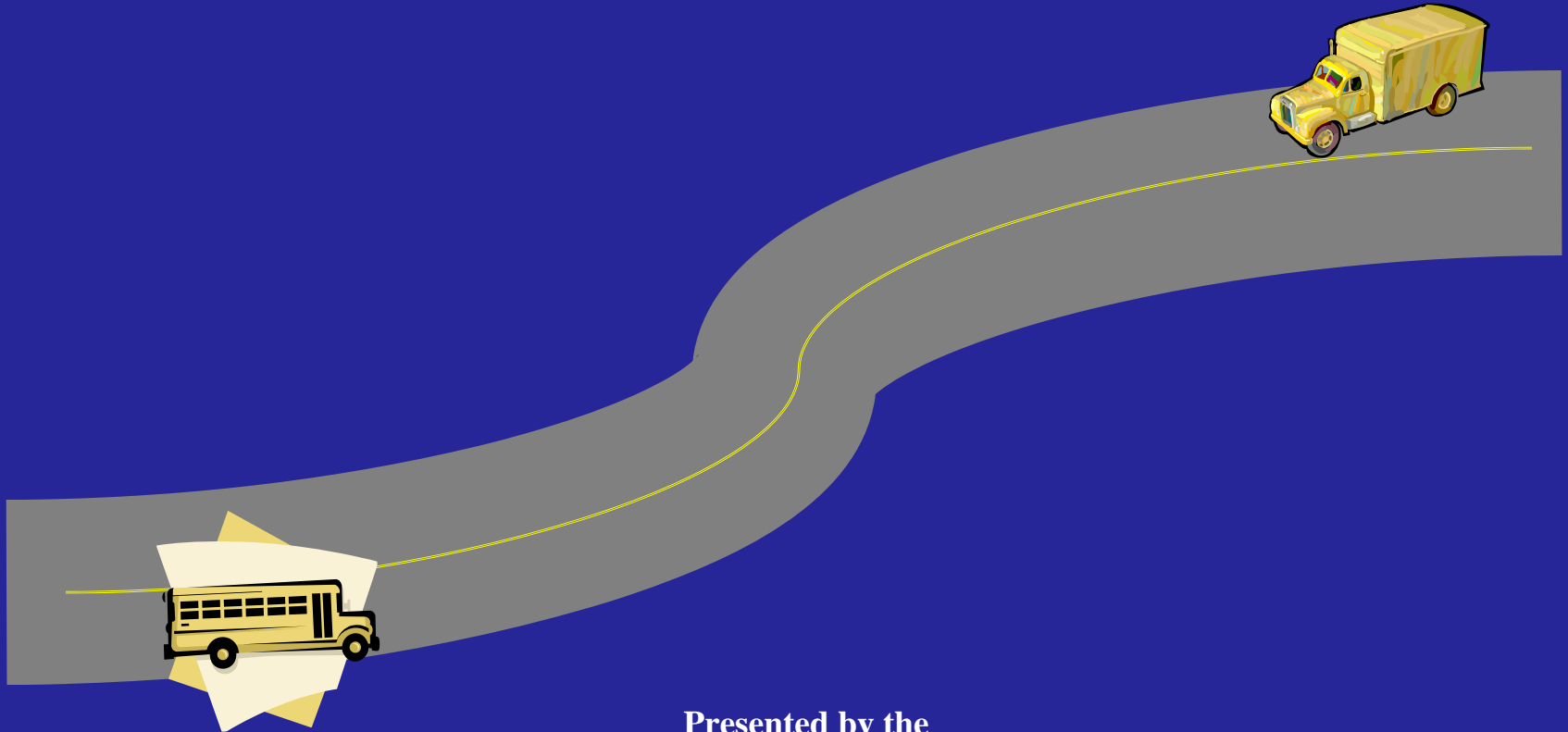


Archdiocesan Fleet Policy



Presented by the
Office of Risk Management
Archdiocese of Baltimore
April 28 and 30, 2009



Why a Fleet Policy is Needed

A fleet policy is essential for the following primary reasons:

- To ensure the safety of all employees, volunteers and others on the roadways
- To protect the interest of all employees, volunteers, locations and the Archdiocese against liability arising out of the use and operation of motor vehicles



Why a Fleet Policy is Needed

■ Safety

2007 41,059 fatalities in the US or one every 8.5 minutes

■ Liability Exposure

During FY '07 and '08 465 auto related claims totaling \$789,538



Ownership of the Vehicle

The fleet policy divides vehicles into two main categories:

Non-Owned Vehicles

Employees

Volunteers

Vendors/Contractors

Owned vehicles

Location's

Priest

STATE OF CALIFORNIA CERTIFICATE OF TITLE VEHICLE HISTORY

AUTOMOBILE

VIN: 1C4GP61LK XXXXXXX **MAKE/MODEL/YEAR:** 2006 CHRY AN 2006 MR **REGISTRATION DATE:** 03/02/2006

REGISTRATION: SV **CLASSIFICATION:** G **REGISTRATION:** 77 **REGISTRATION:** 03/02/2006

ACTUAL MILEAGE: 135576 MI

REGISTERED OWNER: Name and address of owner(s) appear here

VEHICLE HISTORY: (blank)

IMPORTANT READ CAREFULLY: Any change of Licholder (number of security interests) must be reported to the Department of Motor Vehicles within 30 days.

If a lien holder is listed here, an original of the Lien Release letter from the lien company will be required for title processing.

1. Do not sign here. **Do not sign here.**

CA 9444
005447

Non-owned Vehicles

Non-owned vehicles need to be addressed as part of our fleet policy due to the legal theory of “agency relationship”.



Consent



No requirement of a contract



Control

Respondeat Superior- Let the master answer

Non-owned Vehicles

If the potential of an agency relationship being established is likely, it is imperative the following issues are addressed whenever any employee or volunteer is operating a vehicle other than one belonging to the location:



Minimum age

21 years old or older



Secure a MVR

Update record request every three years

3 or more points disqualifies a driver



STAND Training

Transporting youth

Non-owned Vehicles



Maintain a listing of all eligible drivers



Verify insurance coverage on non-owned vehicle

Prefer minimum limits of \$100/\$300K limits



Insurance Coverage

No Physical Damage coverage

Excess liability coverage only applies



Moratorium on 10-15 passenger vehicles applies

Owned Vehicles

For any driver, whether an employee or volunteer, that is authorized to operate a location owned vehicle, the following issues must be addressed:



Minimum age

21 years old or older



Secure a MVR

Update record request every three years
3 or more points disqualifies a driver



STAND Training

Transporting youth

Owned Vehicles



Maintain a listing of all eligible drivers



Insurance Coverage

Physical damage coverage including collision and comprehensive coverage

Liability coverage



Moratorium on 10-15 passenger vehicles applies



Maintain detailed maintenance logs

Maintenance should be performed pursuant to manufacturer recommended guidelines



Ensure proper licensures to operate designated vehicles

Owned Vehicles



Rental Vehicles

When renting a vehicle, waive the coverage offered by the rental company

Vendor/Contractor Vehicles

All vendors and contractors are to produce a certificate of insurance including proof of auto liability coverage.



Questions

