

## **CPC POLICY FOR VEHICLE USE**

**PURPOSE:** This policy addresses the use of vehicles to support CPC Approved Activities. Vehicles include CPC owned vehicles and privately owned vehicles...

### **CPC OWNED VEHICLES:**

- CPC currently owns three vehicles. They are:
  - Bus – 14 passengers plus a driver
  - Van – 11 passengers plus a driver
  - Trailer – covered, 6 wide x 8 long x 7 high. Uses a 2” ball hitch and a standard four wire light hookup.
- CPC vehicles are available on a first come, first served basis.
- CPC vehicles MUST be returned CLEAN inside and out, and with a FULL tank of gas.
- Expense for gas is the responsibility of the group using the vehicle.
- CPC Insurance mandates that CPC vehicle use is only for approved CPC activities. Any exceptions to this must be approved in advance, and in writing, by the Facilities Manager.
- Smoking is not permitted in the bus or van. Eating and drinking in the vehicle is discouraged.
- Any unusual noise, or damage to the exterior or interior, must be immediately reported to the CPC Facilities Manager. Drivers are required to do a pre- and post-trip inspection.
- CPC reserves the right to preempt previously approved use for significantly important and sometimes unpredictable CPC needs.
- CPC’s Facilities Manager will insure and maintain all vehicles.
- CPC’s Facilities Manager will administer, authorize and coordinate the use of CPC vehicles in accordance with CPC Policies and Procedures.

### **PRIVATELY OWNED VEHICLES:**

- Privately owned vehicles used to support CPC Approved Activities must be in good mechanical condition and must bear a current valid safety inspection sticker indicating that the vehicle has passed all required inspections.
- A privately owned vehicle must be covered by its owner’s valid insurance policy while it is engaged in supporting CPC Approved Activities.

- All drivers of privately owned vehicles, who provide **Ministry Coordinated Transportation** for CPC Approved Activities, must complete a CPC driver application form and must be approved by CPC.

#### **DRIVERS:**

- All drivers of CPC owned vehicles must be authorized by CPC annually.
- All drivers of privately owned vehicles, who provide Ministry Coordinated Transportation for CPC Approved Activities to one or more passengers, must be authorized by CPC annually.
- CPC's Facilities Manager will review driver records with DMV as part of the approval process.
- Driver Age restrictions:
  - Drivers of CPC owned vehicles must be at least 25 years old and not more than 70 years old.
  - **Drivers of privately owned vehicles who provide Ministry Coordinated Transportation for CPC Approved Activities must be at least 21 and not more than 70 years old.**
  - Drivers over the age of 70 can be considered for authorization by annually submitting a written note from an attending physician, attesting to their physical and mental ability to operate a vehicle.
- Drivers must possess a valid driver's license and must have had no more than 1 moving violation in the prior 3 years.
- Drivers will **NOT** be approved if they have had any of the following in the past 10 years:
  - A DUI/DWI conviction.
  - An excessive speeding (20+ miles over the limit) conviction.
  - Any conviction related to operating a vehicle in a reckless manner.
  - An at-fault accident resulting in personal injury or death.
- Drivers are responsible for the safety of their passengers, for obeying all traffic laws, and for observing maximum passenger and weight load limits.
- Drivers must require **ALL** passengers to use seat belts **ALL** the time.
- Drivers involved in an accident with a CPC vehicle or with a private vehicle while supporting Ministry Coordinated Transportation for CPC Approved Activities **MUST:**
  - Immediately call proper authorities and then call CPC's Facilities Manager (or in their absence any CPC staff member). Staff will promptly notify CPC's Insurance Carrier.

- Record information regarding the accident and pertinent information regarding other involved drivers and any injured parties.
- For CPC vehicles, drivers must retrieve an Accident Kit from the glove compartment, complete the Information Sheet, and use the disposable camera to record the accident scene, damage to vehicles (including other party's vehicles), property damage, and any other useful images.

**Revised: 8/10/10**