

TRANSPORTATION BY AUTOMOBILE

Commentary:

These Guidelines apply for all travel when transportation is arranged as part of an event that is sponsored by a parish or diocesan institution. For instance, if young people from St. Timothy's Parish/School are going ice skating and transportation is arranged by parish/institution personnel, these guidelines apply. The Diocese of Wilmington does not seek to control transportation arranged among family friends or neighbors. While common sense should govern all transportation arrangements, these guidelines would not apply if the transportation is not specifically arranged by the parish/institution.

- Only cleared adults 25 years of age or older may be drivers to and from parish youth activities
- Check that all vehicles meet safety Standards, use the VEHICLE INSPECTION CHECKLIST that appears in this manual

The use of 15 passenger vans for the transporting of young people under the age of 18 is strictly prohibited by the Diocese of Wilmington. No transportation or travel (of passengers) is permitted in the back of trucks or on trailers (hayrides and parades may be an exception).

- Obtain a certificate of insurance from the owner of the vehicle if vehicle is privately owned (\$50,000 (bodily injury liability maximum for one person injured in an accident), \$100,000 (bodily injury liability maximum for all injuries in one accident), \$50,000 (property damage liability maximum for one accident) is **minimum** coverage recommended.)

Check that drivers are familiar with the operation of all controls (rented or leased vehicles):

- How to operate all vehicle controls (ignition, lights, wipers, etc.)
- How to interpret all dashboard instrumentation
- Know how to adjust mirrors to eliminate blind spots
- Know how to reverse the vehicle safely
- Know how to fill the vehicle with fuel
- Know how to open the hood and trunk
- Know how to change a tire
- Know how to lock and unlock the vehicle
- Check that the driver is not taking any medication that might make him or her sleepy or otherwise impaired
- Drivers are not to wear headphones while they are driving
- Drivers are not to transport more persons that the capacity (number of safety belts) of the vehicle

- Driver and all passengers must wear both a lap belt and a shoulder belt
- Select all routes in advance of the trip
- Check that all drivers have written instructions of the route
- Check that all drivers have a map
- Check that all drivers have money if toll roads are to be used
- If you are traveling in a caravan¹, designate a lead vehicle
- Drivers are to maintain a safe distance from other vehicles
- Speed limits are to be obeyed
- Check that a mobile phone is available in each vehicle
- Check that a separate set of keys are kept by a person other than the driver
- Check that all drivers know how to respond should an accident occur
- Drive with headlights burning at all times
- Obtain a weather report prior to departing on the trip
- Daylight travel is preferred
- Limit daily travel to eight hours

For traveling in adverse weather conditions:

- Before beginning a trip in adverse weather conditions, contact the state police and obtain a road advisory or road report
- In poor visibility instruct driver to pull off the road to a safe location and wait for conditions to improve
- If weather changes suddenly, instruct drivers to stay in the flow of traffic but maintain a longer than normal following distance
- Reduce speed in adverse weather conditions
- Be alert for slippery roads in rain and snow

¹ Travel in a caravan style is not recommended as it promotes inattentive driving habits. Use the following techniques: 1. set a defined time and area for departure, 2. meet at periodic checkpoints, and 3. set a daily destination. Plan driving times to take into account weather conditions and speed limits.

VEHICLE CHECKLISTS

Pre-Trip Checklist

- Each driver/chaperone in vehicle has contact information for parents of passengers and know procedures for initiating contact with parents if necessary
- Valid license plate(s) and inspection stickers/decals are displayed
- Fluid levels are at expected levels (e.g., oil, coolant, transmission fluid, power steering fluid, windshield washer fluid are within proper guidelines)
- Fuel tank is full
- Tires are properly inflated and do not show signs of excessive wear or damage
- Headlights, taillights, turn signals, side marker lights function properly
- Dashboard instrumentation and warning lights function
- Mirrors are properly adjusted
- Functioning seat belts are available for all passengers and are used by all passengers
- Make sure children under age 12 are not seated in a front seat where an airbag may deploy
- There are no obvious hazards or signs of danger
- All doors and windows open and close properly

Vehicle Emergency Kit

- A vehicle emergency kit is on board each vehicle, which includes:
 - Roadside warning sign (e.g., reflector triangle, flares, distress flags, etc.)
 - A functioning flashlight
 - Emergency numbers (e.g., AAA or other road service agency)
 - A properly inflated spare tire, a vehicle jack, and any other items necessary to change a tire
 - Battery booster cables (where applicable)
 - Extra fuses
 - Red or white cloth or handkerchief (distress flag)
 - Vehicle operators' manual
- A first aid kit is on board which includes:
bandages, gauze, cold packs, medical tape, protective gloves, antibacterial cream, bee sting kit

Cold Weather

- Make sure all drivers are knowledgeable and properly trained in handling vehicle in cold weather/adverse conditions
- Obtain a weather report before departing and modify or postpone plans if severe adverse weather conditions are forecast
- Driver should use sunglasses to reduce glare
- Travel on major highways, preferably during daylight hours

If weather conditions deteriorate:

- Pull completely off of road to the safest location possible in area
- Activate hazard flashers, set up flares/warning triangle, place distress flag on antenna or door handle
- Remain in vehicle (unless near a building within sight that may be reached safely on foot)
- Call 911 via cell phone
- Maintain heat by running engine for limited periods (to prevent carbon monoxide buildup)
- Open windows slightly to introduce fresh air into vehicle
- Ensure that vehicle exhaust is unobstructed
- One person should stay awake for safety reasons
- In cold weather the on board supply kit should also include: blankets, shovel, windshield scraper and brush, extra windshield washer fluid, waterproof matches, sand or cat litter (for traction in ice/snow), battery-powered radio, batteries, list of area emergency radio stations

Mechanical Problems

- Ensure that all drivers are familiar with procedures in case of mechanical problems (e.g., all drivers have AAA or other road service phone number/card, driver has means to pay for repairs, if necessary)
- Access vehicle emergency kit (see above)

If vehicle becomes disabled:

- Pull completely off of road to the safest location possible in area
- Activate hazard flashers, place distress flag on antenna or door handle
- Place 3 warning signs/reflector triangles behind vehicle (one at 10 feet behind, one at 100 feet behind, one at 200 feet behind—as possible)
- Notify police or AAA/Road Service agency
- Raise hood to indicate a mechanical problem
- Keep all occupants in vehicle to maintain safety

Post Trip Inspection

- Park in a well-lit area
- Check that all passengers have exited vehicle
- Inspect vehicle for vandalism/damage and left personal items
- Close all windows and lock all doors, trunk, etc.
- Return keys and any necessary paperwork to parish/school office: Permission Slips, Incident Reports, Attendance Lists

Checklist In Case of an Automobile Accident

Follow PREPARING AN ACCIDENT REPORT (See Form F) as soon as possible following an automobile accident

FORM F: MOTOR VEHICLE ACCIDENT REPORT

The information recorded in this kit is critical to the accident investigation process. Please take the time to fill out all sections with as much detail as possible.

1. STOP. Help injured persons get medical assistance.
2. Get the names of owners and drivers involved, name of their insurance company, driver's license numbers, registration numbers of cars involved, names and address of all occupants.
3. Detach Courtesy Information cards, ask witnesses to fill out and return to you.
4. Remember locations of cars or pedestrians involved in the accident, both prior to its occurrence and afterward, so that you will be able to draw a diagram.
5. Express no opinion as to whom was at fault. Give no information except as required by the authorities. Sign no statement for anyone except as required by authorities.
6. When an accident occurs locally, contact your supervisor who will then notify the agent.

7. Ascertain from local police what accident reports are required of you.
8. Your interest will be served best if you are courteous and engage in no controversy at the scene of the accident but leave the entire handling of the claim to the insurance representative.

ACCIDENT REPORT: YOUR VEHICLE

Your name _____
 Phone number _____
 Driver's Lic. No. _____
 Lic. Plate No. _____
 Make of Vehicle _____ Model _____ Yr. _____
 ACCIDENT:
 Date _____ Time _____ AM PM
 Place of Accident _____

 Vehicle Speed _____ Direction N E S W
 CONDITIONS:
 Pavement Dry Wet Ice Snow
 Weather _____
 Visibility _____
 Traffic Control Lights Sign None
 Police Investigation Yes No Report # _____
 Police City County State Other
 Summons Issued Yes No

OTHER VEHICLE

Driver's Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone Number _____
 Driver's Lic. No. _____
 Lic. Plate No. _____
 Make of Vehicle _____ Model _____ Yr. _____
 Owner _____
 Ins. Co. _____
 Vehicle Speed _____ Direction N E S W

OTHERS INVOLVED IN ACCIDENT

Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone Number _____
 In Your vehicle Other vehicle Pedestrian
 Injured? No Yes,
 Describe _____

 Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone Number _____
 In Your vehicle Other vehicle Pedestrian

Courtesy Information Card

Comments: (Please describe what you saw)

Please fill out and return to the driver.

Name _____

Address _____

City _____ State _____ Zip _____

Did you see the accident? Yes No

Were you in one of the vehicle involved?

Yes No

Did anyone appear injured? Yes No

(Please Comment on Reverse Side)

Courtesy Information Card

Comments: (Please describe what you saw)

Please fill out and return to the driver.

Name _____

Address _____

City _____ State _____ Zip _____

Did you see the accident? Yes No

Were you in one of the vehicle involved?

Yes No

Did anyone appear injured? Yes No

(Please Comment on Reverse Side)

Diagram your vehicle "A", other vehicle "B"

DESCRIBE WHAT HAPPENED:

Property Damage (Other Than Vehicles)

Owner _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

What was damaged? _____

Location of property _____

Driver's Signature _____