

# **FAMILY PROMISE OF GREATER DES MOINES OPERATIONS PROCEDURE**

**SUBJECT: VAN DRIVER QUALIFICATIONS AND REPORTING DAMAGE**

**DATE:** May 2017

**REVISED:**

## **POLICY**

All persons, whether volunteers or staff, must have a valid driver license as well as consent to, and passed, a motor vehicle driver record check before being eligible to drive the Family Promise Greater Des Moines (FPGD) van.

Verification of a valid driver license and the motor vehicle driver record check will be completed annually as long as the person is employed by, or volunteering to drive for, FPGD.

At the time a staff member or volunteer is approved to drive the van, and before they actually drive for the first time, the person must view a safety video on driving a 15 passenger van.

## **PROCEDURE**

### **Review of MVR Records:**

- 1.) Staff and volunteers shall review and complete the *Van Driver Responsibilities and Authorization to Conduct a Motor Vehicle Record Check* form.
  - (a) The completed form shall be forwarded to the Executive Director.
- 2.) The Executive Director, or her/his designee, shall verify that the person has a valid driver license and complete a motor vehicle records check.
  - (a) Information obtain as a result of the motor vehicle records check shall be classified as confidential information and be treated in the same manner as other confidential information maintained by FPGD.

### **Volunteer Driver Qualifications**

The staff person or volunteer must be least 21 years of age and meet the following criteria to be eligible to drive the FPGD van:

#### Ages 21-70

- 1.) Any driver with any of the following the past three years does not meet our underwriting criteria and is an unacceptable driver:
  - (a) More than three moving violations in the past three years
  - (b) More than two accidents in the past three years
  - (c) More than one accident in any one year

- (d) Speeding over 80 miles per hour or 21 miles per hour over the posted speed limit
- 2. Any driver with any of the following in the past 5 years is unacceptable:
  - (a) Operating a motor vehicle during a time of suspension or revocation
  - (b) Operating a motor vehicle without a license
  - (c) Driving under the influence of alcohol or drugs
  - (d) Careless driving
- 3. Any driver with any of the following is unacceptable:
  - (a) Negligent homicide arising out of the use of a motor vehicle
  - (b) Aggravated assault with a motor vehicle

### Ages 71 and older

- 1. Any driver with any of the following over the past three years does not meet our underwriting criteria:
  - (a) More than two moving violations in the past three years
  - (b) More than two accidents in the past three years
  - (c) More than one accident in any one year
  - (d) Speeding over 80 miles per hour or 21 miles per hour over the speed limit
- 2. Any driver with any of the following in the past 5 years is unacceptable:
  - (a) Operating a motor vehicle during a time of suspension or revocation
  - (b) Operating a motor vehicle without a license
  - (c) Driving under the influence of alcohol or drugs
  - (d) Careless driving
- 3. Any driver with any of the following is unacceptable:
  - (a) Negligent homicide arising out of the use of a motor vehicle
  - (b) Aggravated assault with a motor vehicle

### **Notification of Ineligibility**

In between annual motor vehicle records review, it is the responsibility of the staff member or volunteer to notify the FPGD executive director immediately if their driving record changes in such a manner as to make them ineligible to drive the FPGD van.

### **Driver Training**

At the initial submission of the *Van Driver Responsibilities and Authorization to Conduct a Motor Vehicle Record Check* form, the staff member or volunteer submitting the report is required to view the video *15 Passenger Van Safety* which can be found at:

[https://www.phly.com/losscontroltraining/15PassengerVan/flash/engine/Version\\_1\\_4\\_6/Launch\\_Standalone.html](https://www.phly.com/losscontroltraining/15PassengerVan/flash/engine/Version_1_4_6/Launch_Standalone.html)

The date on which the video was viewed must be listed in the blank provided at the top of page two of the *Van Driver Responsibilities and Authorization to Conduct a Motor Vehicle Record Check* form. Approval to drive the FPGD van will not be granted until this video has been watched.

## **Reporting Damage to the Van**

- 1.) Damaged Caused While Driving the Van
  - (a) Immediately stop the van and inspected the area damaged.
  - (b) Assess if the van is still drivable.
  - (c) Provide the following details to a FPGD staff person or the host coordinator:
    - (i) Date and approximate time of the incident
    - (ii) What occurred that caused the damage
    - (iii) The area of the van damaged
    - (iv) Your name and phone number for any follow up questions.
  
- 2.) Mechanical Problems or Damage Observed
  - (a) If driving to the FPGD Day Center, report the problem or damage to the FPGD staff upon arrival at the Day.
  - (b) If driving to the host congregation, immediately report the problem or damage to the host coordinator who will contact the FPGD executive director.
  
- 3.) Responding in a Crash Situation
  - (a) Immediately stop at the scene or as close to it as possible, making sure you are not obstructing traffic. Ensure your own safety first. Help any injured people and call for assistance if needed.
  - (b) Try to get the following information:
    - (i) details of the other vehicle(s) and registration number(s)
    - (ii) name(s) and address(es) of the other vehicle owner(s) and driver(s)
    - (iii) name(s) and address(es) of any witness(es)
    - (iv) name(s) of insurer(s).
  - (c) Give the following information:
    - (i) your name and address as well as FPGD name and contact information.
  - (d) Contact the police:
    - (i) if there are injuries
    - (ii) if there is a disagreement over the cause of the crash
    - (iii) if you damage property other than your own
    - (iv) if damage to the vehicle looks to be worth more than \$2500.
  - (e) If you damage another vehicle that is unattended, leave a note on the vehicle with the contact details of FPGD.
  - (f) Report the crash to FPGD staff as soon as you can.