

Stanislaus Wilderness, Volunteers (SWV) PERSONAL VEHICLE USE IN SERVICE POLICY

The purpose of this policy is to promote the safety of volunteers and authorized passengers when using personal vehicles while in volunteer service. SWV volunteers perform service under a Volunteer Agreement between the Stanislaus National Forest (STF) and SWV. Driving between home and to the point for reporting to service and to activities such as a class or event being attended by members of SWV is personal vehicle use (commuting), and is not covered by this policy although safe driving practices are encouraged at all times.

All SWV volunteers driving a personal vehicle while in service shall maintain a valid driver's license, liability insurance, be an Active Member of SWV, be 18 years of age or older, have at least 2 years' driving experience, and must operate the vehicle in a safe manner at all times. Student Members of SWV are not authorized to drive personal vehicles while in service.

Standards:

1. Only authorized volunteers may operate their personal vehicles while in service.
2. Under no circumstances are volunteers to transport unauthorized passengers in their personal vehicles while in service. Authorized passengers include only other volunteers and STF staff engaged with SWV volunteers and STF staff in designated activities.
3. All volunteers driving while in service must maintain a valid driver's license and liability insurance on all vehicles they drive. Any change in the status of their driver's license or insurance must be reported to an officer of SWV immediately, and such volunteers may not operate their personal vehicle in service until reauthorized to do so in writing by an officer of SWV.
4. The volunteer's insurance serves as primary coverage with coverage by STF for tort claims being secondary. SWV's liability policy is intended to protect SWV against claims not covered by the volunteer's personal insurance and the tort coverage for volunteers provided by STF. **Coverage by SWV's insurance applies only while a volunteer is in service. Service begins at the place designated for reporting to service. SWV's insurance does not apply during a Volunteer's commute from home to the designated place for beginning service. SWV's insurance and STF's coverage for tort claims do not cover damages to a volunteer's personal vehicle.**
5. The personal vehicle must be properly maintained and in good working condition.

6. Drivers shall obey all applicable traffic and parking regulations, ordinances, and laws.

a) Volunteers who incur traffic or parking fines while in service are personally responsible for payment of such fines.

b) Volunteers who are issued citations for any offense while driving in service must notify an officer of SWV immediately when practicable, but in no case later than 24 hours after being issued a citation. *[SWV's board of directors may, at its full discretion and for any reason or reasons, temporarily or permanently revoke the driving privileges for any volunteer.]*

7. The driver and all passengers must wear seat belts at all times.

8. Any driver who is involved in a motor vehicle accident while in service involving personal injury to any party shall notify the designated emergency contacts for the STF and SWV immediately using the emergency contact procedures contained in the Operating Plan unless incapacitated by injury in which case appropriate notifications will be made by another SWV volunteer or a STF representative having knowledge of the accident. If the accident involves property damage only, the driver shall notify a designated STF representative and an officer of SWV immediately when practicable, but no later than prior to ending service for the day.

9. The driver shall use only hands' free equipment if necessary to talk on a cell phone when driving. In no event shall the driver text messages or operate any other electronic equipment while driving the vehicle. It is always preferred that the driver park the car in a safe location to receive or make cell phone calls in lieu of using hands' free equipment.

Acknowledgment: By signing below I acknowledge I have read and understand the Personal Vehicle Use Policy established by SWV. I agree to abide by the provisions of this policy, and I hereby attest that I have a valid driver's license and auto insurance.

SWV Active Members acknowledging personal vehicle use policy and authorized to drive personal vehicles while in service effective beginning of the date shown and ending on April 30, 2019 unless terminated earlier.

PRINT NAME:

SIGNATURE:

DATE:
