

## **Haiti Ministry Commission**

### **Diocesan Policy for the use of the Diocesan Vehicle**

The diocesan vehicle in Haiti is available for use for the Diocese of Richmond parish twinning program.

The Regional Coordinator, Office of Justice and Peace has the following responsibilities:

- ◆ schedules the use of the vehicle;
- ◆ communicates the schedule to the driver to Thimothe and the DOR Contracted Accountant;
- ◆ remits payment for the upkeep and maintenance of the vehicle and for employee costs through the DOR Contracted Accountant; and
- ◆ makes final decisions regarding the use and oversight of the vehicle.

The following policies guide the use of the vehicle by groups and/or individuals:

- ◆ A parish group or individual will contact the Regional Coordinator to schedule the use of the vehicle. The Regional Coordinator is the only person authorized to schedule the use of the vehicle.
- ◆ There will be at least 2 days between scheduled trips of five days or more so that the driver has adequate rest between trips.
- ◆ Parish twinning committees and diocesan committees and boards have first priority for the scheduling of the vehicle. Individuals must take second priority.
- ◆ The use of the vehicle is for groups and business associated with the Diocese of Richmond.
- ◆ Individuals who want to use the vehicle are limited to one week unless otherwise determined by the Regional Coordinator.
- ◆ Upon scheduling the vehicle with the Regional Coordinator a non refundable fee must be paid by each group/individual who schedules its use. The fee will be \$100.00 for one week (up to seven days) and then \$10.00 for each additional day. Please pay this amount to Commonwealth Catholic Charities [1512 Willow Lawn Dr., Po Box 6565, Richmond, VA 23230]. Prior to receipt of the fee, the reservation will be considered as an “on hold” status. The fee must be received within two weeks after scheduling the vehicle. These funds will be used to help pay the driver’s salary and for payment of the maintenance and upkeep of the vehicle.
- ◆ A signed copy of the Jeep Use Policy must be returned with the \$100.00 fee. The policy can be down loaded from the web site or attained through the Regional Coordinator at [Jay.Brown@cccofva.org](mailto:Jay.Brown@cccofva.org)
- ◆ Upon receipt of the deposit and signed Jeep Use Policy, the reservation will be finalized. A copy of the vehicle schedule with the group’s reservation will be communicated to the driver. The group’s trip will be again communicated to the driver at least one week prior to the trip. Groups and/or individuals must pay \$30.00 per day for each day the vehicle is scheduled by that group or individual. This amount is paid in cash, U.S. dollars or Haitian Gourdes, to the driver by the end of the trip. An additional \$10 per day fee will be paid to the associate of the driver. The group leader will be responsible to obtain a written receipt signed by both the driver and the group leader. Upon the group’s return the receipt must be mailed to the Regional Coordinator. The receipt may simply be a hand written or may be obtained by the Regional Coordinator at [Jay.Brown@cccofva.org](mailto:Jay.Brown@cccofva.org)
- ◆ The driver of the diocesan vehicle will be responsible for informal, incidental interpreting for groups traveling to Haiti and using the diocesan vehicle. Examples of incidental interpretation include but are not limited to:
  - Ordering food and communicating with the wait staff at a restaurant
  - Communicating with the staff of a guest house
  - Negotiating the purchase of items in a store or a place of business
  - Informal communication with Haitians such as simple dialogue at a dinner table

- Sightseeing and simple tours of local Haitian attractions.
- Touring of a Haitian project such as a clinic, school, agricultural project

The Diocese of Richmond group will enter into a mutually acceptable agreement with the driver at the onset of the trip for any interpreting services other than informal, incidental interpreting using the following guidelines:

- For availability of intermittent but ongoing interpreting a fee of \$40.00 per day is expected.

For instances where the group requires more extensive interpreting services, but not in an intermittent and ongoing way during the trip (and thus not paying a fee of \$40.00 per day), a fee of \$15.00 per hour or any part of an hour will be paid. Examples of incidences qualifying for these interpreting services include but are not limited to:

- Meetings between the American group and Haitian individuals, groups or organizations
  - Parish business such as interpreting while doing work in a clinic or in a school
- ◆ Groups/individuals may give the driver a tip at their discretion. A maximum tip of 20% of the \$30.00/day amount paid to the driver for the current trip is suggested. If the group or individual feels motivated to give more than this amount it is suggested that they make a contribution to the Diocesan vehicle fund. The purpose of the fund is to support the driver's salary, to provide vehicle upkeep and to plan for the purchase of a new vehicle.
  - ◆ A daily itinerary for the entire time in Haiti must be given to the driver at the start of the first day of the trip.
  - ◆ Each group is responsible for minor repairs up to \$100.00 incurred over the course of the trip.
  - ◆ Each group must fill the gas tank at the conclusion of their trip. Every group will start out with a full tank of gas.
  - ◆ The group is responsible to pay for gas at the pump at the time of fueling the vehicle.
  - ◆ Each group is responsible for the food and lodging of the driver(s).
  - ◆ A cell phone will be made available with the use of the vehicle. The phone will stay in Haiti with the vehicle and be used for the purpose of communication between the driver and the group during the trip and for the group to make phone calls while in Haiti. The phone number will be made available so that upon arrival in Haiti a group may contact the driver. The cell phone is not to be called from the U.S. to contact the driver. Each group is responsible to purchase phone cards which can be done in the airport.
  - ◆ The jeep schedule will be available for scheduling up to one year prior to the time a trip is to be taken.
  - ◆ The drinking of alcohol in the vehicle (by either the driver or passengers) is not permitted at any time.
  - ◆ The driver's on-duty time (including driving, translating and other activities) is not to exceed eight (8) hours in a day.
  - ◆ The driver is not expected to drive after dark.

I have read and agree to the above guidelines

\_\_\_\_\_  
Name/ Parish or group

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of travel

Revised: September 2010