



Catholic Diocese of Richmond
7800 Carousel Lane
Richmond, VA 23294-4201
Ph.: (804) 359-5661
Fax: (804) 358-9159

Guidelines for Use of the Diocesan Vehicle in Haiti

VEHICLE SCHEDULING:

- A parish/group or individual will contact the Office of Social Ministries by e-mail (osm@richmonddiocese.org) or phone (804-622-5206) to schedule the use of the vehicle.
 - Please note that the vehicle can accommodate up to 8 passengers.
- There will be at least 2 days between scheduled trips so that the driver has adequate rest.
- The first day of vehicle usage should be the first time the driver will pick up the group/individual – this date could be different than when the group arrives.
- Parish twinning committees, diocesan committees, and boards have first priority for the scheduling of the vehicle. Individuals must take second priority.

VEHICLE AND DRIVER FEES:

VEHICLE FEES

Payable to the Diocese before you leave:

- The cost to use the vehicle is \$150 per day:
 - These fees will be used to pay the driver's monthly salary, a \$35 per diem for the driver for every day the vehicle is in use, the maintenance and upkeep of the vehicle, and the eventual purchase of a new vehicle. Excess funds will be used to support other ministries and financial commitments of the Diocese of Richmond's Haiti Ministries.

Payable in Haiti when expense is incurred:

- Throughout your trip, the group is responsible for paying for gas for the Haiti vehicle.
- Each group must fill the gas tank at the conclusion of their trip, so that every group starts out with a full tank of gas.

DRIVER FEES

Payable in Haiti when expense is incurred:

Driver's Tip: Groups/individuals may give the driver a tip at their discretion. A maximum tip of \$7.00 per day that the driver will receive for his services 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.

Food/Lodging: Each group is responsible for the food and lodging of the driver.

Interpretation Services: Please see pages 2 and 3 of this document for detailed information.

- Level 1 – Incidental | included at no additional cost
- Level 2 – Intermittent/Ongoing | \$40 per day
- Level 3 – Extensive | \$15 per hour



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VEHICLE AND DRIVER FEES (continued):

PAYMENT

- Once OSM confirms that the vehicle is available for reservation, a non-refundable, \$150.00 deposit must be paid by the group/individual who schedules its use. The vehicle reservation is tentative until the deposit and signed contract is received. The deposit and contract must be received within two weeks after scheduling the vehicle to secure your reservation.
- Final payment is due to the Office of Social Ministries at least 7 days before your departure. The group leader will be emailed a final invoice, once the initial deposit is received.

- All checks must be made payable to the Catholic Diocese of Richmond, with “Haiti Vehicle Reservation” in the Memo, and mailed to:

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Richmond, VA 23294

Attn: Office of Social Ministries

DRIVER AND VEHICLE REGULATIONS:

- A daily itinerary for the entire time in Haiti is due at least 7 days before departure and should be emailed to the Office of Social Ministries (osm@richmonddiocese.org). This information will be communicated to the driver prior to your arrival in Haiti by the OSM Staff. In addition, please be prepared to provide a copy of the itinerary to the driver at the start of your trip.
- 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.

ADDITIONAL INTERPRETATION INFORMATION:

Level I – Incidental | included at no additional cost

- The driver of the diocesan vehicle will be responsible for incidental interpreting for groups traveling to Haiti and using the 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, or agricultural project



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ADDITIONAL INTERPRETATION INFORMATION (continued):

If the group/individual is interested in any interpreting services other than incidental interpreting, they must have a mutual agreement with the driver at the onset of the trip, using the guidelines below:

Level 2 – Intermittent/Ongoing | \$40 per day

- For intermittent but ongoing interpreting services, a fee of \$40.00 per day is expected (payable in cash directly to the driver of the diocesan vehicle).

Level 3 – Extensive | \$15 per hour

- For more extensive interpreting services, a fee of \$15.00 per hour or any part of an hour will be paid. Examples of extensive 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