

ARCHDIOCESE OF CHICAGO

Department of Insurance and Risk



Post Office Box 1979
Chicago, Illinois 60690-1979

Phone: 312-751-8295
Fax: 312-751-8392

Published July 1, 2006.

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Re: Fleet Vehicles-July 1, 2006 – July 1, 2007
Vehicle Insurance Identification Cards

Dear Pastor and Business Manager:

Attached please find a sample version of a vehicle insurance identification card. A valid card was mailed the first week of July. The card serves as proof of automobile insurance for a specific vehicle owned or leased / rented by your parish, school or agency. Upon receipt, please check the card for accuracy and along with this letter place it in the glove box of the vehicle. Whenever you need to obtain a replacement identification card or to add or dispose of a fleet vehicle, please complete and send the attached change document to me. The change document must be submitted within 30 days of the change.

To receive coverage through the protected self-insured loss program, the vehicle must be properly titled. The proper wording is "Catholic Bishop of Chicago, a Corporation Sole" with your parish/school name and address. Titles, lease agreements, or rental agreements that indicate an individual owner or religious order name are not afforded coverage through the protected self-insured loss program. Coverage for a claim can be denied on this basis. Please check the applicable title or lease agreement for each parish, school or agency fleet vehicle. When you purchase or lease a vehicle, please show the salesperson this letter. Any purchase agreements, leases, or rental agreements must be signed by the Pastor.

Vehicles that are owned by an individual priest of the Archdiocese of Chicago can be insured through the Priest Personal Automobile Insurance Program and require different paperwork and submissions to the insurance carrier. Please contact me to arrange this.

Unless arranged in advance, this insurance does not apply to vehicle rentals in other states.

Fleet vehicles are to be used for parish, school and agency business. The vehicles should be driven by licensed drivers with good driving records; 21 years old or older. Parishes, schools and agencies are to refrain from loaning fleet vehicles to parishioners, family members, employees, volunteers, friends, etc. for personal use. The insurance coverage is for the United States and Canada only. It is not valid in Mexico.

In the event of an accident, be sure to obtain any necessary medical treatment. Obtain a police report, names & addresses of witnesses and report the claim to Gallagher Bassett Claim Services

A copy of this document can be obtained at: http://www.archchicago.org/departments/financial_services/financial.shtm

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at 847-273-0100. Accidents should be reported within 24-hours. Regardless of the level damage to each vehicle involved, refrain from admitting fault/liability. Fault/liability is determined after a full investigation of the accident is completed.

Locations whom lease/own/operate 15 passenger vans are reminded of the National Highway Traffic Safety Administrations (NTSB) rollover warning. Passenger vans with 10 or more passengers are 3 times more likely to rollover. To reduce this risk, drivers are reminded to avoid sharp turns, excessive speeds and abrupt maneuvers. It is recommended drivers be at least 30 years old with good driving records. The NTSB also requires all passengers to wear passenger restraints.

As part of your long-range planning, please consider alternatives to the 15 passenger vans. There is a risk of Federal and/or State Legislation that could ban or limit their use in our operations. Federal law prohibits the sale of 15-passenger vans for the school-related transport of high school age and younger students. Federally approved school buses should be utilized.

For additional information about 15 passenger vans, please go to:
http://www.archchicago.org/departments/financial_services/financial.shtm

Teachers, employees and volunteers who transport other people including children using their personal automobiles are not acting on behalf of the Archdiocese of Chicago, the parish or the school and should realize the personal liability they are assuming.

Parishes with Boy Scout Troops must title trailers following the language listed in paragraph 2.

The Archdiocese has established business relationships with car dealerships, glass/windshield repair services and rental car agencies. To take advantage of potential savings, please contact me to locate the service provider nearest you. A listing of the most common services is attached.

For the purposes of the Property and Casualty Insurance billing, the allocated premium costs for the most common parish / school vehicles are:

Vehicle type	Premium 2006-2007	2007-2008
Car	\$ 600	\$600
Minivan/Pick-up/SUV/Van	\$ 800	\$800
Cargo Trailers	\$100	\$100
School Bus	\$1,000	\$1,000
12-passenger van	\$2,500	\$2,500
15-passenger van	\$8,500 after May 1, 2006	\$8,500

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Daily Rental		\$75.00
Late vehicle reporting	\$ 100	\$ 100

The Department of Risk Management encourages you to share this letter with your staff members and volunteers who utilize fleet vehicles as well as any new employees and volunteers.

Please drive safely and responsibly. Please feel free to call me at 312-751-8295 with any questions you may have.

Sincerely,

A handwritten signature in black ink that reads "Matt".

Matthew Kaminski
Risk Manager

Services Providers

As of July 1, 2005

The providers listed below are recommended for use but insured locations are not required to use them.

Auto Glass Repair or Replacement

Majestic Auto Glass
Angel
Phone: 312-455-8343

Fernwood Towing
South Holland, Illinois
708-333-4895

Towing Services

D&R Towing
Barrington, Illinois
847-381-0770

Metro Towing, Inc.
Frankfort, Illinois
815-464-7300

Wayne Endre and Sons Towing
Wilmette, Illinois
847-251-8181

Car Rental
Enterprise Rent-a-Car
Phone: 800-736-8227

Ernie's Service Center
Vernon Hills, Illinois
847-634-3737

Autobody Repair
Erie and LaSalle Autobody-Bob
146 West Erie
Chicago, Illinois 60610
Phone: 312-337-3903

Robinsons 24 Hour Towing
Maywood, Illinois
708-681-2281

Chicago Collision-Frank Adler
3545 North Milwaukee Avenue
Chicago, Illinois 60641
Phone: 773-777-8900

All Over Towing
Waukegan, Illinois
847-599-1133

Collision Damage Experts-Patrick Winston
6606 South Western Avenue
Chicago, Illinois 60636
Phone: 773-737-7516

Buccaro Towing Service
Chicago, Illinois
Phone: 773-472-6150

Woodfield Body Shop
1001 Remington Road
Schaumburg, Illinois 60173
Phone: 847-882-3368

E&R Towing
Markham, Illinois
Phone: 708-333-7300

Hyde Park Community Shell
Hyde Park, Illinois
773-493-5200

Bennett Auto Rebuilders, Inc.
Mike McCann
2300 West 79th Street
773-434-0181

Note: Towing service charges are based on a variety of factors including distance to destination. Prior to towing a vehicle, ask the operator for an estimate of the charges.

Catholic Bishop of Chicago, a Corporation Sole
Fleet Vehicle Information

___ Add a Vehicle ___ Remove a Vehicle ___ Rental ___ Other

Parish Name:	
Parish ID Number:	Telephone Number:

VEHICLE INFORMATION:		
Year:	Make:	Model:
Vehicle Identification Number (VIN):		
License Plate Number:	Capacity (school bus and Vans only):	
Date Vehicle Obtained:	Date Vehicle Disposed:	

Type of Vehicle: Car, Minivan, Bus, Pick-Up Truck, Trailer, Mini-Bus; 12-Passenger Van, 15-Passenger Van Other _____
Is there a loan: Yes No Lease: Yes No on the vehicle? If yes, please provide the following:
Company Name: _____
Company Address: _____ _____
Lender Telephone Number: ()

Vehicle is used for: _____

Additional Comments: _____

Please fax or mail this completed document along with a copy of the title or lease to:

Matthew Kaminski
Catholic Bishop of Chicago
Department of Insurance & Risk
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