

Transportation
Policy

General
Procedures
for
Church
Owned
Vehicles

**Christ the King Lutheran Church
Property Committee
Policies and Procedures
March, 2007**

TRANSPORTATION POLICY

Policy:

Christ the King Lutheran Church will arrange for or provide appropriate and safe transportation in support of the ministries and programs of the church. This will include the purchase and/or maintenance of vehicle(s) for routine needs; the rental or lease of other vehicles as special needs arise; and/or the organization of volunteer transportation for activities. The Church Property Committee (CPC) is responsible for the administration of transportation policies and procedures. It will be the responsibility of a transportation sub-committee of the CPC to assess needs, arrange purchase or lease, and maintain vehicles in a safe manner.

GENERAL PROCEDURES FOR USE OF CHURCH OWNED VEHICLES

Each ministry or program will be assessed a unit cost per mile for CtK van usage.

Church owned vehicle(s) shall be used only for Christ the King activities, or by groups sponsored by Christ the King Lutheran Church.

Organizations shall reserve the van on the "Van Reservation Calendar."

Drivers must receive approval from the CPC or it's designated representative.

Drivers shall be licensed Minnesota drivers, approved as a safe driver by the church Insurance agency and meet the age and driving record requirements.

Authorized drivers shall inspect the vehicle before and after use and note discrepancies or problems in the Log Book.

Drivers are responsible for the safe operation of the vehicle. This includes conforming to all traffic regulations and laws, including the driver and all passengers using seat belts; the management of persons riding in the vehicle; and the safe loading and use of the vehicle.

Drivers are responsible for returning the vehicle in a clean and serviceable condition. Failure to clean the vehicle may result in an assessment against the ministry program.

Odometer readings shall be entered in the Van Logbook at the beginning and end of the trip. Vehicle cost will be assessed against that ministry for the miles driven.

All interior lights must be off when the vehicle is not in operation.

A minimum of one adult chaperone for every seven children, in addition to the driver, shall be in the vehicle with children in 5th grade or under.

Written permission from parents of children and/or youth under 18 is necessary before they ride in a church vehicle. Emergency information and authorization to provide emergency medical care for each rider who is a minor shall be kept in the vehicle.

In case of emergency or breakdown, CPC representative or church office shall be contacted.

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**Safety
Requirements**

MOTOR VEHICLE SAFETY REQUIREMENTS

It is recommended that the number of passengers be limited to 11, including the driver.

Passengers shall be seated from the front to the rear of the van.

Seat belt use is required for all occupants. There are no exceptions.

Nothing shall be loaded on the roof of the van.

It is recommended that weight be distributed throughout the van, with lighter loads behind the rear axle.

Trailers being towed shall have operating brake lights and direction signals connected to the vehicle and in use.

**Vehicle
Inspection and
Maintenance**

VEHICLE SELECTION, INSPECTION AND MAINTENANCE

The Vehicle Maintenance Administrator(VMA) will inventory, inspect, and direct the care and maintenance of the church owned and leased vehicles.

**Personal Use of
the Van**

PERSONAL USE POLICY

Church owned vehicle(s) shall be used only for Christ the King activities, or by groups sponsored by Christ the King Lutheran Church. The vans are not available for personal use.

**Driver
Orientation**

DRIVER ORIENTATION

The VMA will instruct first-time CtK van drivers in the safety procedures of the Christ the King church vans. Church administrator will put driver into contact with VMA.

**Driver
Selection and
Responsibilities**

DRIVER SELECTION / RESPONSIBILITIES

Driver shall be employed by Christ the King Lutheran Church, or a member of the church with approval from the CPC or its representative.

Driver shall be familiar with Minnesota traffic laws for safe vehicle operation, as defined by the Minnesota Department of Public Safety

All drivers shall be at least 23 years of age.

Driver shall have a valid Minnesota driver's license.

**Driver
Selection and
Responsibilities**

Drivers shall be subject to a motor vehicle background check and Christ the King Lutheran Church may refuse to permit any individual whose driving record is unacceptable to operate the vehicle. The CPC or its representative shall determine whether an individual's driving record is unacceptable. Evaluation will occur prior to granting van driving privileges, and annually thereafter, depending on the driving record.

Immediate revocation of driving privileges shall occur for

- o DWI, DUI or refused test
- o Leaving the scene of an accident
- o Reckless driving
- o Currently suspended license
- o Vehicular homicide

Revocation of driving privileges will occur after three tickets for moving violations, eg, Speeding ticket, Failure to obey traffic device, Failure to yield right-of-way, Passing stopped school bus, or other moving violations not listed.

Driver shall refrain from consumption of alcoholic beverages or any mood altering chemicals for at least 8 hours prior to driving the vehicle. The driver shall ensure no alcohol or mood altering chemicals are used by any passengers while in the vehicle.

Use of any prescription or over the counter sedating medication by the driver is prohibited.

Authorized drivers shall use the check list in the Van Log Book to inspect the vehicle before and after use, note discrepancies or problems, and date and sign the Logbook.

Driver shall make sure that the church van is equipped with a fully charged fire extinguisher, emergency reflectors, and a first aid kit prior to operating the vehicle.

Before operating the vehicle the driver shall inspect the van, especially the tires for wear and proper inflation.

Driver shall be limited in the hours they are available to drive a vehicle in 24 hours. For trips of 6 hours or more, two qualified drivers must be available and rotate driver duties every two hours. Drivers cannot drive more than 12 hours after 8 consecutive hours of rest.

Driver of the van is prohibited from using a cell phone, including those equipped with a hands-free device, while operating the vehicle except in an emergency.

Driver is personally responsible for any and all traffic or parking violations and fines incurred while in control of the vehicle.

Driver shall clean or have vehicle swept and cleaned of debris upon return from an event.

Driver shall enter in the Van Log Book the odometer readings at the beginning and end of the trip.

Driver shall fill gas tank if tank is less than one-half full.

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**Procedures for
Use of Leased or
Personal
Vehicles**

**Driver
Selection/
Responsibilities**

PROCEDURES FOR USE OF LEASED OR PERSONAL VEHICLES

The ministry leader is responsible to arrange for leased vehicles and volunteer transportation.

Only a person with a valid Minnesota driver's license may drive the vehicle.

Youth 16 - 21 years old are not allowed to be volunteer drivers for offsite activities. They may transport themselves in their own vehicle with proper notification of the staff person in charge of the event.

Driver shall be asked to sign an affidavit certifying that vehicle is covered by liability insurance.

Each driver shall be subject to a motor vehicle background check. CPC or its representative shall determine that the individual's driving record is acceptable.

Driver is responsible for enforcing the use of seat belts for all occupants as required by law.

Driver is responsible for the safe maintenance and operation of the vehicle. This includes conforming to all traffic regulations and laws; the management of persons riding in the vehicle; the safe loading and use of the vehicle and maintaining vehicle to allow for safe operation.

DRIVER SELECTION / RESPONSIBILITIES IN PERSONAL OR LEASED VEHICLE

If at any time the driver feels the vehicle is unsafe to operate or is unable to continue for any other reason, the driver shall find a safe place to park and secure any necessary assistance.

Driver shall not exceed the posted speed limit and, at all times, shall operate the vehicle at a safe speed depending on current weather and road conditions.

Driver shall refrain from consumption of alcoholic beverages or mood altering chemicals for at least 8 hours prior to driving the vehicle.

Use of prescription or over the counter sedating medication by the driver is prohibited.

Driver is prohibited from using a cell phone while operating the vehicle except in an emergency.

Driver shall be limited in the hours they are available to drive a vehicle in 24 hours. For trips of 6 hours or more, two qualified drivers must be available and rotate driver duties every two hours. Drivers cannot drive more than 12 hours after 8 consecutive hours of rest.

Driver is personally responsible for any and all traffic or parking violations and fines incurred while in control of the vehicle.

Driver and all passengers shall wear seat belts. Driver is responsible for enforcing the use of seat belts for all occupants as required by law. Children required by law to be in car seats must be secured in car seats (not furnished by the church).

Passengers will not stand or extend hands or head out of the vehicle window.

Drivers shall be subject to a motor vehicle background check. The CPC or its representative shall determine if an individual's driving record is unacceptable. Evaluation will occur prior to granting vehicle driving privileges, and annually thereafter, depending on the driving record.

Immediate revocation of driving privileges shall occur for

- o DWI, DUI or refused test
- o Currently suspended license
- o Vehicular homicide
- o Reckless driving
- o Leaving the scene of an accident

Revocation of driving privileges shall occur after three tickets for moving violations, ie, Speeding, Failure to obey traffic device, Failure to yield right-of-way, Passing stopped school bus, etc.

**Pulling a
Trailer**

PULLING A TRAILER

Driver shall have experience in driving, cornering and backing a trailer prior to driving a loaded vehicle and trailer on a trip.

When hooking the trailer to the vehicle, make sure the ball and hitch are the same size, making a good connection, lock the hitch down, and install the safety chains.

Trailer lights shall be hooked up to the vehicle and working.

All items on the trailer shall be secured.

At every stop, check the trailer hitch for a secure load and trailer tires for tightness of lug nuts and bearings.

Lug nuts must be re-tightened after 10 minutes of travel if a trailer tire has been changed.

**When There is
an Accident**

WHEN THERE IS AN ACCIDENT

Driver shall not leave the scene of the accident until all proper procedures have been completed.:

- Driver shall stop immediately to determine the damage.
- Place emergency reflectors, flares, lanterns or flags if necessary.
- Determine if anyone needs medical attention.
- Notify police, and if necessary, emergency services. (Insurance identification card is kept in the Van Log Book).
- Obtain all information if another party is involved, including insurance information.
- Get witness information if necessary.
- Do not admit fault. Make statements only to police, insurance representatives, and CPC. .
- Fill out an "Automobile Accident Report" (Kept in the Log Book in the van).
- Report accident to the CPC, or its representative.

ACCIDENT REVIEW BOARD

When an accident happens, representatives of the Property Committee, Van Maintenance Administrator, Church Administrator, and Senior Pastor will review circumstances and make necessary recommendations.

ACCIDENT REPORTING PROCEDURE TO INSURANCE COMPANY

CPC representative will report accident to the insurance company as soon as possible following an accident.

FORMS

- **Volunteer Non-owned Driver Form**
- **Automobile Accident Report**