

SAMPLE TRANSPORTATION POLICY
<ORGANIZATION NAME>

I. Drivers

I. Driver Selection - Qualifications

All persons who will be driving for church-related events, regardless of whether the church owns the vehicle, shall meet the following qualifications:

- (1) Be a member or regular attendee of the church.
- (2) Be between the ages of 25-70.
NOTE: Any exceptions to this requirement must be approved by the church and by the church's insurance company.
- (3) Possess a valid state driver's license.
- (4) Have no medical condition such as a history of fainting or black-outs that would place passengers at risk.
- (5) Have no alcohol or drug-related violations for the prior five (5) years.
- (6) Have no more than one (1) minor moving violation for the prior three (3) years.
- (7) Have no major moving violations¹ for the prior three (3) years.
- (8) Have no more than one (1) at-fault accident for the prior three (3) years.
- (9) Have the appropriate type licenses; for example, a Commercial Driver's License (CDL) for commercial vehicles as required by state law.

(2) Driver Selection - Process

To become an approved driver for church-related events:

- (1) The prospective driver must complete a driver application and sign an authorization for a motor vehicle report (MVR).
- (2) An MVR on the prospective driver will be obtained. In addition, if the person will be driving minors, the elderly, and/or special needs individuals, a criminal background check will also be obtained.
- (3) Assuming the MVR and criminal background report (if required) are satisfactory and the driver otherwise meets the qualification specified above; the driver will be placed on a list of approved drivers.
- (4) Driving records (MVR) may be re-checked at the discretion of the church.

(3) Driver Conduct

For the safety of all participants, drivers are responsible to:

- (1) Conduct pre-and post trip vehicle inspections;
- (2) Obey all traffic laws and regulations;
- (3) Wear a seat belt at all times and see that all passengers are wearing seat belts;
- (4) Make sure that child safety seats are utilized as necessary in accordance with state law;
- (5) Avoid talking on a cell phone, texting, instant messaging, eating, or drinking while driving;
- (6) Avoid driving while on medication that impacts alertness or attentiveness or after having consumed any alcoholic beverages or illegal drugs;
- (7) Take adequate breaks and discontinue driving if tired or fatigued;
- (8) Prohibit passengers from standing, walking, running, yelling or otherwise disrupting the driver;
- (9) Prohibit music, conversation, or behavior that is profane, distracting, or detrimental to safety.

(4) Driver Updates

¹ Major moving violations include but are not limited to the following offenses: DWI; careless or reckless driving; drag racing/speed contests; driving while suspended/revoked/canceled; failure to stop and report accident; open container law violation; possession of drugs or alcohol; carrying a concealed weapon; felony use of motor vehicle; homicide/assault while operating a vehicle; manslaughter or vehicular homicide.

In addition, regardless of when the following occurs, drivers are to immediately notify **<LIST INDIVIDUAL OR POSITION HERE>** of:

- Any accident involving a church vehicle or while on a church-related trip;
- Any at-fault accident since the driver's initial application process;
- Any major moving violation since the driver's initial application process;
- Any suspension, revocation, or termination of the driver's operating privileges in any state; and
- Any other material change in the driver's status or capabilities as a driver since his/her initial application process.

II. Accident Response and Reporting Procedure

In the event of an accident involving a church vehicle or during church-related transportation:

1. Stop immediately.
2. Look for injured people. Do not move them unless they are in immediate or imminent danger.
3. Protect yourself, others, and property from additional damage. If further hazard exists, remove the vehicle from the right-of-way, if possible. If the vehicle cannot be moved, use your emergency flashers and place reflective triangles behind the vehicle.
4. Call police and emergency medical services, if needed.
5. Locate witnesses and obtain their contact information.
6. Exchange contact and insurance information with other driver.
7. Complete an accident report.
8. Report the accident to **<LIST INDIVIDUAL OR POSITION HERE>** at the church.
9. Have someone contact the church's insurance agent to report the accident.

IMPORTANT REMINDER: Never admit fault. Give information pertaining to the accident only to the police and to your insurance or church representative.

In the event the vehicle you are operating on behalf of the church becomes disabled:

1. If possible, continue to the next freeway or highway exit to avoid stopping along the highway.
2. If that is not possible, pull the vehicle as far off the side of the roadway as safely possible.
3. If roadway conditions permit and it can be done safely, have passengers exit the vehicle on the right. Move passengers away from the vehicle as far as safely possible to avoid injury. Do not allow them to stand near the vehicle. If passengers cannot exit the vehicle safely, have them remain in their seats with seat belts fastened and turn on your emergency flashers.
4. Place reflective triangles 10 feet, 100 feet, and 200 feet behind the vehicle.
5. Telephone your emergency contact or **<LIST INDIVIDUAL OR POSITION HERE>** to advise them of the situation and to make arrangements for alternative pick-up of the passengers.
6. Once passengers have been safely picked up by alternative transportation, make arrangements with your emergency contact or **<LIST INDIVIDUAL OR POSITION HERE>** for towing and/or servicing of the church vehicle.

Note: This is a sample document only. You may edit or modify to your specific needs. Your organization is responsible for compliance with all applicable laws. Accordingly, this sample should not be used or adopted by your organization without first being reviewed and approved by an attorney. Insurance One Agency assumes no liability in connection with the use or distribution of this sample document.