

Richland Lutheran Church

TRANSPORTATION POLICY

The following policies have been adopted by the Congregation Council for the purpose of achieving the following goals:

- *Reduce the chances of transportation-related accidents*
- *Increase passenger safety*
- *Ensure drivers of personal vehicles understand the risks they are taking lending and/or driving for Richland Lutheran Church ministries*

I. DRIVERS OF RENTED OR PRIVATELY OWNED VEHICLES

A. Qualification Requirements: The Ministry Assistant for Biblical Stewardship shall maintain a list of approved drivers for church activities. All drivers on the list shall have met the following qualifications.

1. Provided a valid driver's license
2. Have consented to a driving record check
 - a. Had no DUIs within the past five years
 - b. Had no reckless driving infractions in the last five years
 - c. No more than two moving violations in the previous two years
3. Been deemed eligible per standards established by the church insurance carrier
4. Are at least 18 years old
5. Provided proof of insurance

B. Trip Responsibility: The driver is solely responsible and has all authority in matters pertaining to vehicle operation, including:

1. Ensuring the vehicle has been inspected and deemed to be ready prior to travel
2. Obeying all traffic laws at all times
3. Driving only when all occupants are properly restrained by seat belts, boosters, or car seats as defined by law
4. Driving no more than 10 hours in a 24-hour period of time
5. Driving only between 6:00 AM and Midnight
6. Refraining from using electronic devices such as cell phones, GPS units, and tablets while driving, regardless of laws in various jurisdictions
7. Ensures no illegal drugs, marijuana, alcohol, or tobacco are in the vehicle (sacramental purposes excluded)
8. Ensures a church-supplied or personally owned first-aid kit and a fire extinguisher are in the vehicle

Richland Lutheran Church

TRANSPORTATION POLICY

9. Ensures appropriate seasonal supplies are available in the vehicle (i.e. warm blankets, emergency food, water, jumper cables, etc.) for all non-local trips
10. Carry a cell phone and provide the number to the church for emergency contact purposes
11. May not serve as driver and in-vehicle chaperone of minors simultaneously on youth outings
12. Ensure that adequate breaks from driving are adhered to for overall safety on long distance trips

II. CHARTER BUSES

- A. Richland Lutheran Church can use chartered buses for transportation of groups when the following conditions are met:
 1. The bus company is licensed by the Interstate Commerce Commission (ICC) to sell interstate transportation of people
 2. The bus company's insurance has been verified and will be in effect at the time of the trip

III. VEHICLE RENTALS

- A. Richland Lutheran Church can use rented vehicles for transportation of groups when the following conditions are met:
 1. All insurance available through the vehicle rental company that does not duplicate already existing coverage shall be purchased.
 2. All vehicles shall be rented in the name of Richland Lutheran Church.
 3. Only those individuals who register at the time of rental shall be eligible to operate the vehicle.
 4. No more than a twelve passenger vehicle will be rented by the church

IV. VEHICLES LOANED TO RICHLAND LUTHERAN CHURCH

- A. Richland Lutheran Church will purchase hired and non-owned liability insurance to its multi-peril policy to help protect the church in the event of an accident involving a hired or non-owned vehicle.
- B. In the event of an accident involving the personal vehicle of a driver, whether employee or volunteer, the vehicle's owner's insurance is primary.
- C. Owners of vehicles being loaned to the church will be informed that in most cases their insurance will be responsible for any damage done by the vehicle or to the vehicle.

- D. If someone other than the owner will be driving a loaned vehicle, the driver is responsible for obtaining information on the owner's insurance in the event of an accident.
- E. Drivers will be informed that their auto insurance may become involved when operating a loaned vehicle, especially if the accident is their fault.
- F. Drivers and those who loan vehicles for ministry purposes will be encouraged to consult with their insurance companies and assess the risk they are assuming.