

# **Belle Aire Baptist Church Policies and Procedures**

**Area:** Facilities Management  
**Title:** Transportation Policy  
**Revised:**

**Number:** FAC\_010  
**Issued:** 12/02/20  
**Approved by:** Trustees

Vehicles owned by Belle Aire Baptist Church are frequently used by ministries in support of their church related activities. On occasion, members may also be asked to drive their personal vehicles on church trips. It is critically important for all users to understand that transporting individuals is one of the most hazardous activities the church undertakes. Adherence to the following policies and procedures will reduce the chances of an accident as well as the severity of injuries should an accident occur.

These policies apply to all drivers on church business, regardless of whether the driver is operating their personal car or a church owned vehicle.

## **1. Driver Qualifications**

- a. Only drivers who are on the “approved drivers” list may be used to transport passengers while on church business. To be placed on the “approved drivers” list you must:
  - Meet the following minimum age requirements:
    - Personal vehicle: 21 years old
    - Church van driver: 21 years old
    - Church minibus driver: 25 years old
    - Van with trailer in tow: 25 years (plus trailer experience)
    - Pickup truck: 25 years old
  - Be under 80 years of age
  - Possess a current, valid operator’s license with the necessary legal qualifications to operate the vehicle.
  - Have a current and approved Driver’s Application Form on file with the church.
  - Have attended our van driver safety training course. (Minibus drivers must also have been briefed and road tested on the safety issues unique to the minibus.)
- b. Approved drivers must have a good driving record—defined as:
  - No major violations within the past 5 years
  - No more than 3 accidents in the past 5 years
  - No more than 2 minor violations in the past year
  - No history of multiple accidents and minor violations that indicate a reckless disregard for safety.
- c. Major violations include:
  - Driving under the influence of alcohol or drugs
  - Driving without owner’s consent
  - Failure to obey or eluding an officer
  - Falsifying an accident report
  - A felony involving a motor vehicle
  - Failure to stop or leaving the scene of an accident

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- Intoxicants or drugs in the vehicle
  - Operating with no license or on a suspended or revoked license
  - Reckless driving or operating without regard to safety
  - Vehicular manslaughter, homicide, or assault
  - Speeding in excess of 20 miles over the posted speed limit
  - Careless and or imprudent driving
- d. Minor violations include all moving violations except those defined as major violations.
- e. Belle Aire reserves the right to perform a driver's record check on any driver at any time. If the driver refuses to grant permission, he/she will be removed from the approved drivers list. Driver's records shall be re-checked every two years.
- f. Drivers are responsible to notify the church Administrative Assistant of changes to their driving privileges when they occur.
- g. Drivers who operate vehicles in an unsafe manner will be removed from the approved drivers list. The decision to remove someone from the approved list will be made by the Pastor of Administration and the Associate Pastor.
- h. The approval to drive for the church is good through the end of the current year. Every December, the church will require every driver who wishes to stay on the approved drivers list to re-apply for the upcoming year.

## **2. Rules for Drivers**

- a. You must be fully alert and in full control of the vehicle at all times. Operating a church vehicle while under the influence of intoxicating beverages or debilitating or mind-altering drugs (including medications) is strictly prohibited.
- b. Do not use your cell phone or program your GPS device while the vehicle is moving.
- c. Do not use headsets/earphones while driving.
- d. Obey all traffic laws at all times. Exercise good judgment in adjusting your speed to road conditions and weather.

### Note

The driver is responsible for paying all tickets (speeding, parking, etc.) that are issued as a result of his/her failure to obey traffic laws.

- e. Enforce the safety belt and occupancy rules.
- f. If possible, use a spotter when backing up.
- g. Do not pick up hitchhikers.
- h. Lock an unattended vehicle to prevent theft of the vehicle, personal belongings, or other

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items in the vehicle.

- i. Perform a safety inspection of the vehicle prior to vehicle use. Refer to and complete the *Pre-Trip Inspection Checklist* (located in the Operator's Log Book). Do not use the vehicle if mechanical or electrical problems pose a potential hazard to the passengers.
- j. Complete the *Vehicle Mileage Log* (located in the Operator's Log Book) with each vehicle use.
- k. Report any vehicle or trailer problems discovered prior to or during use to the church office as soon as possible using the *Vehicle Problem Report Form* (located in the Operator's Log Book).
- l. Ensure that the following tasks are completed upon return of the vehicle:
  - The vehicle tank is full of gasoline.
  - All trash and personal belongings have been removed.
  - The Vehicle Mileage Log is complete.
  - The vehicle is locked.
  - The keys, receipts, and Problem Report have been turned into the office, as appropriate.

It is your responsibility to return the vehicle in good condition. If the vehicle needs cleaning, take it to a car wash or use church cleaning equipment, if available. Do not leave a messy vehicle for the next operator to clean.

- m. In addition to purchasing gasoline, the church "gas card" may be used for maintenance items such as oil, anti-freeze, brake fluid, lamps and fuses. Do not use the gas card to purchase food and beverages.

### 3. Rules for Passengers

The driver of the vehicle possesses the highest authority when it comes to passenger safety. Any activity that compromises the safe handling of the vehicle must not be permitted. If any of the following rules are broken, or if any activity occurs which compromises the safety of passengers, the driver is required to stop the vehicle. The vehicle will not get back on the road until the unsafe activity stops.

- a. Passengers are to remain seated with safety belts fastened while the vehicle is moving. The driver or ministry leader in charge of the trip must check the child passenger restraint laws in the state(s) to which they are traveling and ensure compliance with said laws. Current Tennessee law requires the following type of system to be used in the rear seat:
  - Rear-facing restraints system: <1 year old or ≤20lbs (rear seat)
  - Forward-facing restraint system: 1 to 3 years old and > 20lbs (rear seat)
  - Booster seat system: 4 to 8 years and < 4'9" (rear seat)

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- Seat belt:  $\geq 4'9''$
- b. Sudden loud noises are not permitted, such as shouting, screaming, stomping or hitting things. Singing or chanting is allowed only by permission of the driver.
- c. Throwing anything is strictly forbidden.
- d. Flash photograph is not permitted since reflections off the windshield can temporarily blind the driver.
- e. Nothing is to be placed out of the windows of the vehicle at any time while the vehicle is in motion. This includes hands, heads, or any part of the body.
- f. Food and drinks are permitted only with the driver's approval, and only if items can be safely handled.
- g. Trash, debris, spills, or stains are the responsibility of the person in charge of the ministry event; the vehicle must be cleaned before being returned.

#### **4. General Safety**

- a. Occupancy limits:
  - 15 passenger vans = 11 passengers (including the driver)
  - 12 passenger vans = 12 passengers (including the driver)
  - Minibus = 15 passengers (including the driver)
- b. Vehicles are not to be driven between midnight and 6 am without prior approval by the Pastor of Administration.
- c. Drivers shall not drive more than 10 hours in a 24-hour period.
- d. At least one adult chaperone (in addition to the driver) shall be onboard each vehicle transporting children or youth.
- e. Each church owned vehicle will be equipped with an A-B-C type fire extinguisher and emergency reflectors or flares. The vehicle must also have spare electrical fuses (unless equipped with circuit breakers), a fully stocked First Aid kit, jumper cables and a flashlight.
- f. If more than one vehicle is used, drivers are to make every effort to stay together while en route. However, a driver should never compromise safety to stay with another vehicle.
- g. Church vehicles shall be inspected by a mechanic every 6 months and before any single trip of 150 miles or more. The mechanic's report should be in writing.

#### **5. Accident Procedure**

If you are involved in a vehicle accident:

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a. Keep Safety First

- Take a deep breath and stay calm.
- Check for injuries; call an ambulance (911) when in doubt.
- If accident is minor, move cars to a safe place, out of traffic.
- Turn on your vehicle's hazard lights and use the warning triangles for safety.
- Call the police, even if the accident is minor.
- Call the church (office or a pastor).

b. Exchange Information

Note

Cooperate fully with the police. Do not leave the scene until you have talked with the officer in charge. For your protection, make no comments about the accident (especially as to who was at fault) except to the police and only in response to their specific questions.

Use the Accident Report form provided in the Vehicle Log Book to gather and record the following information:

- The time and location of the accident.
- The names, addresses and phone numbers of witnesses.
- The names, addresses and phone numbers of those injured.
- Information about all other vehicles involved in the accident, including:
  - License plate number
  - Make, model and color
  - Driver's and vehicle owner's name, address, phone number, date of birth and driver's license number
  - Owner's/driver's insurance company information taken from the insurance ID cards, if available
  - Passengers' names, addresses and phone numbers
- The name and badge number of the investigating law enforcement official, the police report number, and any citation information.

c. Photograph and Document the Accident

- Use your camera to document the damage to all vehicles and the accident scene.
- Record the details of the accident while they are fresh on your mind.
- Draw a diagram to recreate the scene.

d. Notify the Church Administrator

### **6. Reserving Church Vehicles**

- a. In accordance with the stipulations of our insurance policy, the operation of church owned vehicles is restricted to church sponsored events. Church vehicles shall not be

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used:

- for personal business, nor
  - by any organization other than Belle Aire Baptist Church.
- b. All requests to use church vehicles/trailers shall be submitted to the church office for approval. (See attached *Facilities Use Request* form.) Vehicle assignments will be made by the church Administrative Assistant.

### **7. Chartering Transportation**

- a. Buses should be chartered for all trips with 48 passengers or more unless transportation needs at the destination dictate otherwise.
- b. When chartering buses, the church should:
- Verify that the selected bus company is licensed by the ICC and has all necessary permits to operate in the state(s).
  - Secure indemnification from the bus company for all liabilities resulting from their transportation.
  - Verify that the bus company's insurance is in effect at the time of the trip.
  - Check with the ICC for any complaints against the company.



**Driver Application Form**  
Belle Aire Baptist Church, Murfreesboro, TN

to advise the church of any change in information provided on this form including, but not limited to, involvement in a car accident in which I am cited, any citations for moving violations, non-renewal of license, termination of license, change of insurance company, change in amounts of insurance coverage, termination of insurance, or change in vehicle. I will promptly provide this information.

\_\_\_ Persons in my vehicle will be seated and secured with individual working seatbelts in both the front and back seats. ***No double belting is permitted.***

\_\_\_ I will comply with Tennessee laws, and the laws of other states in which I travel on a church trip, with regards to use and security of child restraint seats, lap/shoulder belt seating positions, restrictions on use of booster seats or other safety systems (including, but not limited to occupancy and seat facing designations for seats exposed to air bags).

\_\_\_ I will comply with the Church Transportation Policy.

\_\_\_ I affirm that I will carefully transport all persons under my care, including obeying all traffic laws and the church transportation policy.

\_\_\_ I understand that to be an approved Church Van Driver, I must complete the Church Van Driver Class.

**For Personal Car Drivers Only**

**Section 4: Vehicle Information:** (list any owned vehicles that may be used by you for Church transportation)

	Model/Year	License Plate #	# Seatbelts
Vehicle #1	_____	_____	_____
Vehicle #2	_____	_____	_____

**Section 5: Insurance Information:** The Church requires personal car drivers to have, as a minimum, the following limits on their auto insurance:

- Bodily Injury Liability: \$100,000 per person and \$300,000 per accident
- Property Damage Liability: \$50,000 per accident

**Please attach a copy of your policy's declarations page.**

Insurance Company: \_\_\_\_\_ Policy # \_\_\_\_\_ Phone: \_\_\_\_\_

**Section 6: Additional Declarations**

\_\_\_ I have consulted my insurance agent to ascertain if there are any liability policy limits or exclusions regarding transporting church groups that might affect my ability to meet the qualifications for a volunteer driver as provided herein, and that I am not aware of any such limits or exclusions after talking with my insurance agent.

\_\_\_ I have informed my insurance agent of my intention to use the vehicle and to be a volunteer driver for church activities to determine whether a passenger endorsement is required to participate as a volunteer driver (As this driving is classified as occasional and volunteer, most insurers do not require that a passenger endorsement be added to the policy or that additional premiums be paid.)

\_\_\_ I will maintain the minimum insurance coverage required by the church for volunteer vehicle(s) listed in Vehicle Information and only volunteer to drive when such insurance policies and coverage listed in Insurance Information are in force. (Required for everyone using their own vehicle to transport persons on church trips.)

\_\_\_ When driving a privately-owned vehicle, I understand that in case of any accident, injury, or vehicle damage, ***the church's liability insurance policy does not provide primary or direct insurance on my vehicles.*** The church's insurance may take effect only after my personal auto insurance limits are



**Driver Application Form**  
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exhausted and does not provide any comprehensive or collision coverage on my vehicles(s). I also understand and acknowledge that any additional automobile liability insurance protection that may be provided under the church's comprehensive general liability insurance policy is only for authorized drivers while transporting passengers in privately-owned vehicles on church sponsored or sanctioned events. I understand that the church's insurance is only for an amount in excess of the limit of liability provided by the private vehicle owner's or driver's liability insurance policy. ***Damage to any private vehicle, including the owner's, is the responsibility of the volunteer driver.***

\_\_\_ To my knowledge, my vehicle has a current, valid registration and operating license, is in safe operating condition (brakes, tires, etc.), complies with all applicable state laws in the state in which it is registered for vehicle inspections, and has a current, valid inspection sticker (if required by state law).

**For All Drivers**

In signing this form I certify that the information given by me on this form is true and correct to the best of my knowledge, and grant the Church permission to obtain a copy of my motor vehicle driving record and to conduct any driver or criminal record check deemed appropriate by the church. I release the Church and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regard to the information obtained from any and all of the above referenced sources used.

Driver's Signature \_\_\_\_\_ Date \_\_\_\_\_

Vehicle Owner's Signature (if different) \_\_\_\_\_ Date \_\_\_\_\_

***(FOR CHURCH USE ONLY)***

Church Van Driver:    Approved    Declined: \_\_\_\_\_

Personal Car Driver:    Approved    Declined: \_\_\_\_\_

Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Pre-Trip Inspection Form**  
Belle Aire Baptist Church, Murfreesboro, TN

Date \_\_\_\_\_

Van \_\_\_\_\_

Driver \_\_\_\_\_

**VEHICLE INSPECTION**

**Vehicle Operating Condition**

- Brakes (test before leaving parking lot)
- Heat/AC
- Engine (look for signs of antifreeze or oil leaks on pavement under vehicle)
- Engine (look for malfunction indicator lights on dashboard display)
- Horn (test)
- Lights (check headlights, brake lights, back up lights, and twin signals)
- Mirrors (adjust)
- Tires (visually inspect. If they look low, check with gage.)
- Windshield Wipers (check operation and condition of blades)
- Emergency Kit (check contents)

**Vehicle Cleanliness**

- Vehicle was cleaned by previous user
  - Vehicle was not cleaned by previous user (describe condition)
- 

**Vehicle Damage** (Identify new scratches, dents, broken components, etc.)

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**TRAILER INSPECTION (If Applicable)**

**Trailer Operating Condition**

- Electric/Brake Connections
- Landing Gear (up and locked)
- Coupling Devices (locked and chains properly attached)
- Tires (If they look low, check with gage.)
- Lights/Reflectors (check headlights, brake lights and turn signals)
- Doors (secured)

**Trailer Cleanliness**

- Trailer was cleaned by previous user
  - Trailer was not cleaned by previous user (describe condition)
- 

**Trailer Damage** (Identify new scratches, dents, broken components, etc.)

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Report any problems to the church office using the Vehicle Problem Report Form.

***Do not use the vehicle if its condition poses a potential hazard to driver or passengers.***

Driver's Signature \_\_\_\_\_

