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## Transportation and Vehicle Policy

### General

Transportation assets in the form of buses, mini-buses, vans, and trailers are provided, or may be provided in the future, for the transportation services for the church sanctioned or sponsored activities of the various organizations and ministries of Aversboro Road Baptist Church (ARBC). Such activities are designed to promote spiritual growth, extended ministries and Christian fellowship which shall be in keeping with the church's purpose, mission, vision, and beliefs. To this end, this document presents the policies, procedures and guidelines for transportation assets and vehicle usage.

### Reservations and Scheduling

Any group or organization wishing to use a church vehicle shall be required to make a request to and reservations through the church office or through any of the pastoral staff. The Missions/Disaster Recovery Trailer is dispatched by the Minister to Students.

Vehicle reservation requests are submitted to the church office on form "Vehicle Use Request" normally two weeks or more prior to the date of intended usage. Requests for vehicle use should normally be made for each trip. Vehicle reservation requests will be acceptable up to a year in advance of the usage date.

### Conflicting Schedules

Scheduling conflicts for use of church vehicles will occur. The church transportation assets are limited in number and may not accommodate church groups of identical passenger numbers wanting to go in different directions in the same time frame. Leaders of groups or organizations involved in conflicting schedules, with the assistance of the church staff, shall make good faith attempts to resolve the conflict. In the event a scheduling conflict is not resolved then the Transportation Committee shall resolve the schedule issue. All parties are expected to exhibit a mature cooperative attitude and application of the purposes of the church in conflict resolution.

### Church Vehicle Use

Church policy is that all ARBC groups and organizations shall have an equal opportunity for the use of church vehicles.

Use of church vehicles is restricted to ARBC programs, ministries, missions, business, organizations, groups, activities, and events.

When a church vehicle is used by an ARBC sponsored group and there is space available for persons outside the church, ARBC members shall constitute a majority of those present on the trip.

Church vehicles will not be loaned for private use or to non-ARBC organizations.

Church buses and vans have an established and posted number of passenger seats. Users should strive to have available passenger seats of buses and vans half-filled or more with passengers for trips more than 100 miles one-way from Garner. An exception to passenger loading may be made when a church owned vehicle or church affiliated van is towing a trailer in support of the mission.

Trips exceeding four hundred (400) miles one way from Garner require either a second driver or trip delays en route for driver rest in accordance with Federal Motor Carrier Safety Regulations (FMCSR).

### **Transportation Budgeting, Funding, Reimbursement**

The Transportation Committee shall annually submit a consolidated budget request to the Budget and Finance Committee for church owned vehicle operation and maintenance costs. To effect the transportation budget, leaders of member user groups shall provide vehicle usage information to the Transportation Committee upon request. In the event of budget limits or expenditure reductions the Transportation Committee shall apportion available transportation funds to user groups.

The Transportation Committee shall have the responsibility to submit budget requests, or special funding recommendations, for the replacement and purchase of all church vehicles.

Expenses for rental transportation including fuel purchases shall normally be borne by the user group.

Reimbursement for privately owned vehicles used on church business shall require prior approval of the person whose budget line item will be charged.

If reimbursement for the cost of a required FMCSR physical examination and the difference in cost of a CDL versus a regular driver's license is desired and substantiated, drivers may submit a reimbursement request with supporting documentation to the Transportation Committee for church reimbursement.

### **Rental or Leased Transportation**

Rental or leased transportation may be desired by a user group at the group's expense when:

- The group's size is greater than can be accommodated by church vehicles, or
- Use of church vehicles is not desired, or
- Church vehicles are unavailable, or
- Multi-state trips of extended miles and duration are made.

### **Leader Responsibilities**

Leaders of church groups or organizations using a church vehicle shall have on board a designated Person-in-Charge (PIC) of the passenger group.

Leaders of church groups or church organizations requesting and using a church vehicle are responsible for the following:

- Requesting a church vehicle reservation using the form "Vehicle Use Request".
- Supplying a group driver having the proper credentials for the type vehicle used from the church's driver list. Assure that all drivers operating the vehicle are on the Transportation

Committee approved driver list and are cleared for the vehicle being used. Transportation Committee assistance is available upon request.

- Providing adequate instructions to the driver/s in advance on the schedule, destination, preferred route, and other details.
- Assuring that safety procedures for passengers entering and exiting the church vehicle are established, communicated, and observed.
- Assuring that the size of the group does not exceed the seating capacity of the vehicle.
- Assuring information is left with the church office on the destination and any contact numbers.
- Assuring that sufficient adult supervision is present on any trip involving children and students.
- Assuring appropriate conduct, discipline, and order in the church vehicle to assure its safe operation and the safety of the passengers. This shall include the requirement that all passengers wear seat belts, that passengers remain seated, and that passengers do not engage in potentially disruptive conduct such as fighting, throwing objects within or from the vehicle.
- Assuring that alcohol, tobacco or illegal substances are not used in the vehicle.
- In coordination with the driver, assure that all accidents, disciplinary incidents, or mechanical and safety concerns are promptly reported in writing on the appropriate forms.
- Assuring that the vehicle is cleaned of litter at the end of the trip. (Broom & trash bags on buses).
- Assuring that the driver returns the vehicle not less than three-quarters ( $\frac{3}{4}$ ) full of fuel at the end of the trip.

### **Driver Qualifications**

Selection, training, and supervision of drivers require strict standards and observance. This is especially true when transportation of passengers is involved.

Only a driver approved by the church and placed formally on the approved driver list may operate a church-owned vehicle in the ministry of the church. Drivers on the approved driver list are classified as Official Drivers of ARBC.

Persons volunteering and seeking driver approved status shall meet the following requirements:

- Complete the church's Volunteer Driver Application form.
- Be a member of Aversboro Road Baptist Church.
- Be at least twenty-five (25) years of age for transport of passengers or twenty-one (21) if not transporting passengers.
- Evidence the maturity of judgment appropriate to the responsibility.
- Possess a valid North Carolina Drivers License if a CDL is not required.
- Bus drivers shall possess a valid Commercial Drivers License (CDL) with endorsements and the appropriate class for the church buses to be driven and passengers transported.
- CDL required drivers shall also possess a valid Medical Examiner's Certificate in accordance with the Federal Motor Carrier Safety Regulations (FMCSR) and shall agree to inform the Transportation Committee if there are health changes.
- Be insurable under the church's insurance policy and show proof of current insurance.
- Have a good driving record, with no recent or excessive history of tickets or accidents. The Transportation Committee shall determine what is "good" and/or "excessive".
- Shall not have had more than one moving violation or accident within the past year.

- Shall not have been convicted of any alcohol or drug related charges or reckless driving violations within the past five (5) years.
- Agree to drug and alcohol testing as outlined by the FMCSR.
- Shall not have had records within the past three (3) years evidencing a pattern of irresponsible or aggressive driving.
- Agree to obey state and federal laws of the road.
- Agree that traffic violations and/or fines not related to vehicle regulations will be the responsibility of the driver.
- Agree to a background check and motor vehicle records check to be conducted by the church.
- Agree to a periodic license and/or Medical Examiner's Certificate check by the Transportation Committee.
- Agree that towing a church trailer with a privately owned vehicle will be done at the driver's risk.

Driver qualification will be in effect only upon review of driver documentation and related information and approval by the Transportation Committee. The church office shall notify the driver of the Transportation Committee decision.

Newly approved drivers will be required to participate in an orientation session with the Transportation Committee to review policies, procedures, and guidelines related to transportation and vehicles.

Drivers shall be required to participate in a hands-on orientation for all vehicles prior to first-time on-road operations.

All approved drivers may be required to participate in periodic training and orientation sessions at the discretion of the Transportation Committee.

The Transportation Committee shall have the right to remove any driver from the approved driver list who, in the committee's collective opinion, no longer meets the requirements as established by the committee or FMCSR.

### **Driver Responsibilities**

Obtain vehicle keys, fuel credit card, and any information which may be available about the vehicle to be used or about the trip.

The driver of the church vehicle shall have sole responsibility and authority in matters pertaining to the vehicle operation, maintenance, and safety.

Driver shall correct as necessary and note carefully the condition of the vehicle prior to leaving the church, using the checklist provided in the vehicle, including the following:

- Adequate fuel supply
- Operating properly
- Recommended tire air pressure
- Clean interior
- Acceptable engine oil level

Complete the Trip Log both at the beginning and conclusion of the trip. Complete a Vehicle Inspection Report and a Vehicle Use Report. Return reports, card, and keys to the church office.

Always use and insist on passenger use of seat belts at all times.

Restrict the number of passengers to the seating capacity of the vehicle.

Conduct a safety briefing with the passengers.

Have a planned route to and from the trip destination as provided by the passenger group PIC.

Drive responsibly, following posted speed limits and driving in accordance with prevailing weather conditions and traffic and giving full attention to driving responsibilities.

Prohibit unauthorized persons or hitchhikers from entering the vehicle.

Assure that the vehicle is locked and secure when unattended.

Assure that there is sufficient adult supervision to see that the conduct of the passengers does not create distractions for the driver when transporting children, student, and special needs groups.

Assure, along with other church leadership and/or staff involved in the activity, that conduct of passengers does not impede with safe operation of the vehicle.

Assure, along with other church leadership and/or staff involved in the activity, that the vehicle is left in clean condition, fueled at least three-quarters ( $\frac{3}{4}$ ) full and ready for subsequent operation.

Adhere to Transportation and Vehicle Policy established by ARBC.

Report on the Trip Log any operational problems or any damage to the vehicle.

Act as the church spokesperson on the scene in any accident or emergency situation involving a church vehicle.

Promptly complete and comply with the Accident and Incident Report Form contained in the vehicle, including notification to proper authority and the church Staff Minister on Duty. Assure that proper accident procedures are followed in accordance with the FMCSR.

### **Driver Approval Process**

Approval of Official Drivers for ARBC shall occur in the following manner:

Candidate volunteer submits a completed Form "Volunteer Driver Application" along with insurance information and both sides of the appropriate license certificate. Also, a current Medical Examiner's Certificate is required for CDL drivers.

Upon receipt, the application will be reviewed for completeness by the church office. When complete, the application will be sent to the Transportation Committee.

The Transportation Committee will examine the application and medical certificate and reject or approve the application.

Upon application acceptance, the church office will proceed with a driving record check and a background check.

When church eligibility requirements appear to be met, the volunteer candidate information will be sent to the church's insurance carrier for further processing and screening. Upon notification of insurability the driver may become an ARBC Official Driver and so notified by the church office.

In the event driver authorization is denied, an appeal process developed by the Transportation Committee shall be in effect.

## **Trailer Towing**

Policy stated herein shall be followed when towing a church affiliated trailer. A church affiliated trailer is defined as any trailer owned or rented by ARBC or any privately owned trailer towed by a church owned or rented vehicle.

Adherence to towing policy is extremely important and should result in the following:

- Reduce the likelihood of overloading the trailer and the towing vehicle.
- Result in a safe and controllable configuration.
- Place responsibility for operating the configuration on the proper parties.
- Protect the mechanical integrity of the towing vehicles.

Total combined weight of the towing vehicle, all passengers, luggage, trailer, and trailer cargo shall not exceed a weight deemed appropriate by the Transportation Committee. The Transportation Committee is responsible for determining and placing a placard indicating empty weight in or on each church owned vehicle. Empty weight of rented or leased vehicles shall be determined by the driver using the most accurate numbers available.

Maximum towing speed for a van/trailer configuration shall not exceed sixty-five (65) mph or the posted speed limit, whichever is less.

All drivers towing a church affiliated trailer shall be an Official Driver of ARBC.

Driver shall verify the maximum capacity of van/trailer configurations on the Vehicle Use Report.

Driver shall ensure that all towing equipment is returned to its designated location after each use; especially when the towing equipment is used with a rental vehicle.

Hitch locks and wheel chocks shall be used on all trailers when disconnected from a towing vehicle. Hitch locks will be used to secure a trailer to the towing vehicle.

Disclaimer: Cost of repairs to a privately owned vehicle resulting from mechanical failure caused by towing a church affiliated trailer shall be the sole responsibility of the privately owned vehicle owner.

## **Missions/Disaster Recovery Trailer**

The church owns a Missions/Disaster Recovery Trailer with a cargo of numerous tools and equipment thanks to the efforts and generosity of the Baptist Men, church members, and the community. This trailer shall be used only for purposes as described in its title. Priority availability shall be to Baptist Men missions and recovery projects and to Student Ministry mission trips and projects.

The Missions/Disaster Recovery Trailer shall be dispatched by the Minister to Students. Adequate dispatch records shall be maintained.

Drivers towing this trailer shall have sufficient experience in towing a trailer of the size and weight of this trailer and its cargo.

Trailer, tools, and equipment shall be cared for, cleaned, and returned in working condition to the designated parking area. Any items which may have failed and remain unrepaired during use should be brought to the attention of the Missions Coordinator, Baptist Men.

Drivers and/or Persons-In-Charge using the Missions/Disaster Recovery Trailer shall adhere to the policies shown under **Driver Qualifications, Driver Responsibilities** and **Trailer Towing** above. In case of an emergency recovery situation, some other policies in this document may be waived for use of the Missions/Disaster Recovery Trailer at the discretion of the Minister to Students and/or the Missions Coordinator, Baptist Men.

### **Vehicle Maintenance**

Maintenance of the church's vehicles is critical for proper operation, safety, and vehicle life maximization. Maintenance procedures and activities instructions are provided by the Transportation Committee.

### **Transportation Committee Duties**

Purpose and duties of the Transportation Committee are shown in the **Policies and Procedures Manual, #536** but are shown and expanded here for amplification.

- Recommend the replacement and purchase of all church vehicles. This may require a coordinated effort such as replacement of the Missions/Disaster Recovery Trailer, etc.
- Assure the proper maintenance, inspections, repairs, and regulatory compliance of all church vehicles. Access the vehicle reservation system to accentuate these responsibilities. The Committee shall be sensitive to the anxiety caused by vehicle reservation disruption and shall exercise the utmost attention to maintenance scheduling so that transportation assets are available when required.
- Recommend appropriate policies regarding the securing, maintenance and use of church vehicles including policies on appropriate drivers and safety procedures.
- In coordination with the Insurance Committee, assure that appropriate insurance is secured on all church vehicles.
- Provide annual budget recommendations to the Budget and Finance Committee requesting such funds as the committee deems essential for committee work and the transportation and vehicle needs of the church. Coordinate with other organizations having a need for transportation funds in order to develop a transportation budget.
- Administer the approved transportation budget in accordance with budget information provided by other church organizations. Prorate as required by funds availability.
- Maintain the church approved Official Driver list showing what each driver is qualified to operate.

- Assure the provision of a sufficient number of drivers to meet church needs.
- Establish systems for screening drivers, driver guidelines, safety measures, records and vehicle use reporting.
- Assure the retention of records on vehicles, drivers, insurance, maintenance, inspections, and other matters related to the operation of church vehicles.
- Assure regular training and review of all drivers.
- Review, approve and forward driver examination and CDL reimbursement requests to the Financial Secretary.
- Recommend policies, procedures and guidelines regarding church transportation and vehicles and implement such when adopted by the church.
- Recommend appropriate policies regarding the securing, maintenance and use of church vehicles including policies on appropriate drivers and safety procedures. Provide interpretation and intent regarding these policies and procedures when questions arise.
- Determine the need for major repairs or vehicle systems replacement, obtain church approval and funds, and assure that the work is adequately performed.
- Provide dispatching guidelines for similar vehicles to the church staff so that mileage and use is equitable, i.e. mileage equitable to the age of the vehicles.
- Assure that proper safety equipment and supplies, current vehicle registration, insurance information, accident contact information, appropriate emergency equipment and emergency telephone numbers are in each church vehicle.
- Issue specific safety instructions for use of church affiliated vehicles.
- Assure that measures are in place for the security and storage of church vehicles when not in use. Lead efforts to provide, and keep vehicles in, facilities built for such purpose.
- Place and maintain empty weight placards in each church vehicle.
- Periodically analyze records of use so that trends of possible vehicle use monopoly by any given group or organization is evident.

Attachment: 075A Vehicle Use Request Form

Transportation and Vehicle Policy

Aversboro Road Baptist Church
Vehicle Use Request Form

DATE OF APPLICATION
DATE OF TRIP THRU
PERSON MAKING REQUEST
GROUP IDENTIFICATION
DESTINATION MILEAGE ESTIMATE, RT
NUMBER OF PASSENGERS NUMBER IN WHEELCHAIRS
TYPE OF VEHICLE DESIRED
PERSON IN CHARGE (PIC) OF GROUP
PIC TELEPHONE (H) (W) (C)
PIC EMAIL

I have read, understand, and agree to comply with the ARBC Transportation and Vehicle Policy.

Signature Date

NAME/S OF DRIVER/S

NOTE: KEY PICKUP AND DISPATCHING IS NORMALLY PERFORMED ONLY DURING REGULAR CHURCH OFFICE HOURS.

For Church Office Use Only

DATE REQUEST RECEIVED DATE PROCESSED
APPROVED BY VEHICLE RESERVED
DISAPPROVED BY REASON
DATE PIC NOTIFIED SIGNED

075A Vehicle Use Request Form