

## **VAN DRIVER POLICY AND PROCEDURES**

The safety of the drivers and occupants of our church van is the primary concern of Tippett's Chapel Free Will Baptist Church in establishing these guidelines and procedures. Therefore, prior to receiving approval to operate the church vehicle, certain requirements must be met and the following items completed:

- Meet the requirements listed below under "Driver Guidelines",
- Read and review all additional information,
- Submit to the church office:
  - the enclosed *Driver Screening Form*,
  - a copy of your current driver's license.
- Once the office has received the above information, your information will be given to our insurance company. If accepted, you will then be added to the church's approved driver list.

### Driver Guidelines

- All drivers must be between the ages of 22 and 75. However, drivers 22 to 24 years of age must be on the church staff, while drivers 66-74 years of age must furnish a physician's statement indicating no medical conditions that would impair driving ability.
- Drivers should not have more than one at-fault accident or one minor traffic violation within the last three years.
- Drivers having violations such as careless driving, reckless driving, or driving under the influence will not be allowed to operate church vehicles.
- Drivers above the age 70 must maintain a clean driving record.
- When individual drivers' license is renewed, a copy of the new license must be submitted to the church office as soon as possible.
- Although you are encouraged to have a cell phone in the vehicle for emergency purposes, drivers must not use a cell phone for any purpose while the vehicle is in motion.
- Drivers will be responsible for all fees associated with speeding and/or moving violation tickets. Other tickets regarding the van itself, such as a headlight being out, will be handled by the church.
- At all times, obey posted speed limits and rules of the road.

### Trip Guidelines

- The van is to be used for church-approved activities only.
- Van keys will be provided to you by the church office prior to your trip. It is the responsibility of the van driver to contact the office and arrange a time for key pickup.
- Please do not bring open food or open beverage containers on board the van. Ensure the van is clean after each use.
- The maximum number of individuals allowed in the van is fifteen.

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- The driver is responsible for having the necessary emergency contact information available on each passenger.
- Should an accident occur, the driver (after contacting the police) should contact the Senior Pastor and/or one of the Deacons/Trustees as soon as possible. It is the responsibility of the driver to obtain these phone numbers prior to the trip. The insurance company will then be notified of the accident by one of the staff members.

### Vehicle Guidelines

Tippett's Chapel strives to provide regular maintenance to our church van and ensures it is ready for regular use. In addition, our drivers should use consistent and safe practices in preparing for trips and driving the church vehicle. The following suggestions are not comprehensive, but are intended to be a list of minimum requirements to use when operating the church van:

- Visual inspection. Walk around the vehicle and check for proper tire inflation and for engine, radiator, or transmission leaks, etc.
- Lights. Check to see that headlights, brake lights, hazard lights, and turn signals are in working order.
- Fuel level. Check to be sure that you have adequate fuel for the trip.
- Mirror adjustment. Adjust rear and side view mirrors for proper views.
- Windshield and windows. Clear the windshield, front door windows, side view mirrors, and rear door windows of frost, debris, etc. Make sure windshield wipers are working properly.
- Horn. Check to see that the horn is operating properly.
- First Aid. Check to see that a first aid kit is on board the vehicle.
- Braking information. Check to see that brakes are working properly before beginning the trip.
- Seat belts/passenger safety. Drivers and passengers are required to wear seat belts at all times. Passengers are not to move about the vehicle when it is in motion. Passengers should occupy the seats from the front of the van and fill in seats to the rear as needed.
- Cleanliness. The driver is responsible to see that passengers properly dispose of all trash when the vehicle is returned from a trip. The van should also be vacuumed to rid of dirt, etc., and should be filled with gas if needed. Turn any receipts for gas in to the church office.
- Security. Ensure that all doors, including rear doors, are locked when the trip is completed. Remember to return keys to the church office.

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**DRIVER SCREENING FORM**

Driver's name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

North Carolina issued Driver's License? (yes) (no)

If no, please indicate state: \_\_\_\_\_

\_\_\_\_\_ I have read and understand Tippett's Chapel Van Driver Policies and Procedures.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cell phone number