



***Date Approved:*** February 4, 2013.....

***Approved By:*** Bethel Lutheran Church Council .....

**Title: MINISTRY DRIVING POLICY**

**PURPOSE:** In order provide a safe environment and to protect Bethel Lutheran Church and School and its members when people are being transported during official church and/or school sponsored events the following guidelines have been established.

**INSURANCE NOTICE:** Bethel Lutheran Church and School carries Non-owned/rented vehicle insurance that provides excess property/liability insurance for vehicles and individuals when you are asked to assist during an official church and/or school sponsored event. However, all drivers should be aware that their auto insurance will become involved and will be the primary insurance if an accident is their fault or in the event of an accident with an uninsured driver.

**GUIDELINES:**

- All drivers must complete and sign a Ministry Driver Screening Form.
- All drivers must have a valid driver's license and be at least 18 years of age.
- All drivers must carry a valid driver's license, proof of insurance and auto registration or rental agreement during the event.
- The individual that signs a rental agreement should be the only one that drives that vehicle.
- Drivers must follow all state and local laws and drive defensively when driving for the ministry.
- Drivers should avoid placing themselves in the position of having only one passenger of the opposite sex in the vehicle with them. Also, our preference is that no adult and youth be in a vehicle by themselves.
- The use of cell phones or any other electronic device by the driver is prohibited in construction and school zones and within 500 ft of an emergency scene.
- Seatbelts and car seats, if applicable, must be used by all passengers.
- Accidents should be report as soon as possible (not more than 24 hours) to the Business Manager (or other church staff if not available) so an insurance report can be completed and placed on file with Brotherhood Mutual.

