

OEPC TRANSPORTATION & DRIVERS POLICIES

The OEPC Transportation / Drivers Policies are to protect those participating in church activities by being selective in the designation of persons authorized to drive personal and/or rented vehicles for church-sponsored trips.

Process for approval

- All drivers will be approved by Session.
- All volunteer and staff drivers must complete:
 - OEPC Volunteer / Staff Driver Application, giving OEPC permission to obtain a Driver Record from PA Department of Motor Vehicles.
 - OEPC will pay the fee for the Driver Record search.
 - The application form is to be given to the Ministry coordinator or the church Administrator.
- All volunteer and staff drivers will attach to the application:
 - Copy of driver's license
 - Copy of current vehicle insurance card
 - Copy of insurance declaration page
- Drivers must be between the ages of 25 and 70.
- Approved drivers must not have had two or more moving traffic violations or an accident involving personal injury or property damage for one year prior to approval. Traffic violations and accidents must be reported to the church.

Renewals

- Drivers must submit annually to OEPC a copy of their current driver's license, as well as proof of insurance.
- The OEPC Volunteer / Staff Driver Application and the Driving Record searched must be renewed every 5 years.
- A copy of the insurance declaration page will be submitted with the application every 5 years.

Vehicles

- Volunteer vehicles must have a current, valid registration, must be in safe operating condition (brakes, tires, etc.), must comply with all applicable state laws in the state in which they are registered for vehicle inspections, and must have a current, valid inspection sticker.
- Vehicles used for Oreland EPC ministries must be adequately insured with a minimum of liability: \$100,000 per individual / \$300,000 per occurrence; Property Damage: \$50,000 per occurrence.
- In the case of any accident, injury, or vehicle damage, the church's insurance policy does not provide primary or excess insurance on any vehicle. Liability and physical damage coverage follows the vehicle and the insurance that the individual has purchased. **Damage to any private vehicle, including the owner's, is the responsibility of the vehicle owner.**

Driver Policies

- Volunteer vehicles may only be driven by an approved volunteer/staff driver.
- Drivers must be in good physical and mental health. There are to be no limitations on their driver's license or their abilities to operate a motor vehicle may not be limited by any medical, physical, or emotional restriction or condition.
- Drivers have a continuing obligation to advise the church of any change in information provided to OEPC on the Driver Application form, including but not limited to, involvement in a car accident in which the Driver is cited, any citations for moving violations, nonrenewal of license, termination of license, change of insurance company, change in amounts of insurance coverage, termination of insurance, or change in vehicle.
- While the vehicle is in use, drivers are prohibited from all uses of a cellular phone, including but not limited to texting, phone calls, surfing the internet and gaming. Cellular phones can be used as a GPS.
- Drivers must not operate vehicles in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles. Drivers must obey all traffic laws at all times.
- The church requires that all vehicle occupants must wear seat belts at all times and does not allow more occupants in any vehicle than there are seatbelts.
- The church requires compliance with Pennsylvania state laws, and the laws of other states in which the driver travels 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 designation for seats exposed to airbags).
- Any citations (moving violations or parking tickets) incurred by the driver will be paid by the driver.
- Volunteer/staff drivers agree to hold harmless and indemnify Oreland EPC, ministry employees and passenger(s) against any or all claims arising all or in part from the volunteer/staff driver's negligence.
- Reimbursement will be provided for tolls with a receipt.

Approved by Session 6-26-18