



## SHERWOOD OAKS TRANSPORTATION AND DRIVER POLICIES

### 1) Church-Owned Vehicles

- a) Any group wanting to use church-owned vehicles must be affiliated with an official ministry team or activity of Sherwood Oaks and have a ministry staff contact.
- b) Scheduling a vehicle will be through the church office ([socc.org/transportation](http://socc.org/transportation)). The use of church-owned vehicles must be approved before trips are taken.
- c) Church vehicles are not for personal use.

### 2) Driver Screening

Only qualified drivers are eligible to drive to and from church/ministry-related events.

#### a) Qualified drivers:

- (1) Be a member of Sherwood Oaks and provide a list of personal references.
- (2) In certain instances, non-members may be allowed to drive a church vehicle, with approval from the church and the insurance agency.
- (3) Complete the Sherwood Oaks driver application & questionnaire available at [socc.org/transportation](http://socc.org/transportation).
- (4) Hold a current, valid Indiana driver's license. In the case of certain Sherwood Oaks vehicles, a CDL will be required.
- (5) Show proof of personal automobile insurance.
- (6) Give permission for criminal/motor vehicle records check.
- (7) Qualified Driver Applications must be completed three working days before the trip.

#### b) At a minimum, the following criteria are considered for qualified driver status:

- (1) Age - 21
- (2) Driving record - anyone with serious violations and /or more than one moving violation in the last three years will not be considered.
- (3) Personal insurance coverage - recommended coverage is a minimum of \$100,000 / \$300,000 primary with a \$1,000,000 umbrella.

#### c) An approved qualified driver list will be on file with the church office.

### 3) Safe Driving and Passenger Procedures

- a) Seatbelts must be worn by the driver and all passengers.
- b) Drivers may not exceed maximum capacity for the vehicle – each person must be able to wear an individual seatbelt.
- c) Drivers will complete a pre-trip and post-trip vehicle inspection ([socc.org/transportation](http://socc.org/transportation)).
- d) Drivers must follow the rules of the road.

- e) When going on an extended trip, a vehicle safety kit is recommended.
- f) Any observed or reported misconduct by the driver or passengers will be dealt with immediately.

#### **4) Private Vehicles**

##### *a) General Rules*

- i) Seatbelts must be worn by the driver and all passengers.
- ii) Drivers may not exceed maximum capacity for the vehicle – each person must be able to wear an individual seatbelt.
- iii) Using private vehicles must be approved by the minister / director of that activity.
- iv) Vehicles must be in good working order and meet all of Indiana's safety requirements.
- v) Drivers must follow the rules of the road and agree to communicate trip safety procedures to their passengers.

##### *b) Driver Screening*

- i) Only approved drivers are qualified and eligible to drive private vehicles to and from ministry-related events.
- ii) Each approved driver must complete the Qualified Driver Application form and have it on file with the church, including permission to conduct a criminal/motor vehicle records check
- iii) A copy of a valid driver's license and insurance coverage are required

##### *c) Vehicle Selection*

- i) Privately owned 15-passenger vans are not allowed.
- ii) Sherwood Oaks reserves the right to deny the use of a privately-owned vehicle that does not appear to be safe and/or properly maintained.

##### *d) Safe Driving & Passenger Rules*

- i) Drivers are encouraged to complete a pre-trip vehicle inspection, including tires and fluid levels.
- ii) Drivers must follow the rules of the road and agree to communicate safety procedures to their passengers.
- iii) A vehicle safety kit is required for trips lasting overnight.
- iv) Any observed or reported misconduct by the driver or passengers must be reported to the ministry staff in charge of the event immediately.

*Questions? Contact Josh Randall at [jrandall@socc.org](mailto:jrandall@socc.org) or 812.340.1942*