



Appendix E

College Church Transportation Policy

To insure maximum safety for all individuals involved in transportation related to any of the ministries of College Church using private, church-owned, or rented vehicles, the Director of Administration & Finance shall oversee the following policy.

Safety Requirements

- Driver must read and agree to this Transportation Policy and turn in a completed Application to Drive for Church Purposes Form to the Pastor/Ministry Director or Director of Administration & Finance, and be approved, prior to the ministry event.
- Driver must have a valid driver's license
- Driver must abide by all traffic laws.
- Driver and vehicle must be insured and provide proof of insurance to Pastor/Ministry Director.
- The use of seatbelts by all passengers is mandatory. Hence the number of seatbelts in the vehicle will determine the maximum number of passengers. No exceptions.
- All children under the age of 12 are to be seated in a back seat with a seatbelt in use to prevent injury in the event of passenger side airbag deployment.
- No driver shall use any hand-held device when driving, even if using a "hands-free" device. The driver must pull over safely, stop the vehicle and then place or answer a call.
- The following distance restrictions must be observed:
 - One rest stop every 250 miles
 - No more than 14 hours of travel in any one 24-hour period
 - No travel between the hours of 12:00 am and 6:00 am
- Driver must report any incident involving accident, injury or police to the Pastor/Ministry Director as soon as possible, and no more than 24 hours after the incident.
- If a driver who has been approved under this policy is involved in any accident which is deemed to be his/her fault, the Pastor/Ministry Director may suspend his/her driving privileges for College Church ministries.

Additional requirements for those transporting minors or persons with intellectual and/or developmental disabilities

- Driver will be subject to a background check.
- Driver must be 25 years of age.
- Driver may not be alone in a vehicle with an unrelated legal minor or person with intellectual and/or developmental disabilities. The only exception to this rule is when the person with intellectual and/or developmental duties is their own legal guardian. In that case, the director of disabilities ministries must first approve the person with intellectual and/or developmental disabilities to drive alone with the approved driver.

Using Church or Rented Vehicles

- Only approved drivers are permitted to drive the church or rented vehicles. Ministry Workers of opposite gender (excepting immediate family members) may not travel on church business unless at least one additional person is present. All Christian Education ministries must work with the Director of Administration & Finance to insure appropriate steps are taken well in advance of a scheduled trip. Driver approval is based solely on the procedures undertaken by the Director of Administration & Finance, in compliance with the insurance policy of the church.
- Exceptions to these regulations may be granted at the discretion of the Director of Administration & Finance or in the case of an emergency by a Pastoral Staff member.
- The Transportation Policy and Application to Drive for Church Purposes Form will be distributed to Pastors/Ministry Directors and staff. It will also be available in the church office and from the church website. It is the responsibility of the Director of Administration, Pastors/Ministry Directors and staff to implement this policy at the Ministry Worker level.

Revised: July 2013, October 2015, Spring 2018, October 2019

Due Reconsideration: October 2021

Application to Drive for Church Purposes

(Please Type or Print All Information)

Ministry you are applying to drive for: _____

Applicant Name (as it appears on your driver's license): _____

Address: _____

Birthdate: _____ Cell Phone: _____ Day Phone: _____

Driver's License Number _____ State of Issue _____ SSN: _____ - _____ - _____

(Note: No background check or MVR can be ordered without your full SSN. We do NOT keep your SSN number on file.)

Applicant's Email Address: _____

Personal Auto Insurance Information:

Name of Insurance Co.: _____ Policy # _____

Policy Effective Date: _____ Policy Expiration Date: _____

Liability Coverage: _____ (per occurrence); and \$ _____ (overall Maximum)

**All applicants agree to provide a copy of their renewed auto insurance card when the previous one has expired.*

Have you driven a 15 passenger van? If yes, describe level of experience: _____

A Motor Vehicle/DMV Report is required for persons applying to drive a vehicle for church purposes, whether owned, rented or borrowed by the Church or owned, rented or borrowed by the individual driver. This report details the driving record of an individual and includes all infractions, misdemeanors, and any drug or alcohol-related offenses. College Church reserves the right to revoke approval for a driver to drive a church vehicle or carry passengers other than immediate family for church purposes based upon new knowledge received regarding his/her driving record after this report is obtained.

☐ *I agree to furnish to College Church in Wheaton a copy of my Motor Vehicle Report obtained from the Driver's License Facility at a cost of \$17.00.*

☐ *I would prefer that College Church in Wheaton's insurance carrier to obtain my Motor Vehicle Report from the Driver's License Facility. College Church will pay the \$17.00 fee.*

RELEASE OF INFORMATION

By submitting this application, I authorize College Church and the church's insurance carrier to obtain my motor vehicle report if I decline to furnish it myself. I understand that College Church and/or the church's insurance carrier reserves the right to refuse my request to drive church vehicles. I certify that all of the information I have provided is true and accurate. I agree to abide by the rules in the attached College Church Transportation policy.

Applicant signature: _____ Date: _____