

Northside Baptist Church
of Mechanicsville, Virginia, Inc.

VAN DRIVER POLICY AND PROCEDURES

The safety of the drivers and occupants of our church van is the primary concern of Northside Baptist 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 enclosed information,
- Submit to the church office:
 - the completed enclosed *Driver Acknowledgement Form*,
 - the enclosed *Ministry Driver Screening Form*,
 - a copy of your DMV driver transcript, and
 - 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 at least 21 years old, with four years’ driving experience.
- 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, within the last five years, will not be allowed to operate church vehicles.
- Drivers above the age of 75 must maintain a clean driving record and submit a letter of good health from their physician on an **annual** basis.
- All drivers must be properly licensed for the size and type of vehicle being driven.
- When individual drivers’ licenses are 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 (calls, texting, etc.) while the vehicle is in motion.*
- 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. A *Van Reservation Form* (available from the church office) must be completed **prior** to each trip taken requiring use of the church van. Not only does this allow those maintaining our vehicles ample time to prepare them, but also assists the church office with scheduling, etc. Unless an emergency situation arises, those who have completed the necessary paperwork receive priority with vehicle use.
- If needed, 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.
- Unless extenuating circumstances exist, one approved driver will be adequate when driving on one-way trips of 35 miles or under (70 miles round trip); two approved drivers will be required when driving on one-way trips of over 35 miles (over 70 miles round trip). However, anytime children or youth are being transported in the church van, the required ratio of one adult chaperone to five children/youth, with a minimum of two chaperones/drivers present, applies. (See the church’s guidelines on children/youth workers for more information.)

- The maximum number of individuals allowed in the church van is twelve.
- The driver and/or trip leader is responsible for having the necessary emergency contact information available on each passenger.
- Should an accident occur, the driver and/or trip leader (after contacting the police) should contact the Senior Pastor and/or one of the Trustees as soon as possible. It is the responsibility of the driver or trip leader to obtain these phone numbers prior to the trip. The insurance company will then be notified of the accident by one of the Trustees or office staff. An accident form should also be completed as soon as possible. Copies of these are located in the church van and in the church office work area.

Vehicle Guidelines

Northside's vehicle team strives to provide regular maintenance to our church van and ensure 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. Are windshield wipers working properly?
- **Horn.** Check to see that the horn is operating properly.
- **First Aid.** Check to see that a first aid kit and fire extinguisher are on board the vehicle.
- **Braking information.** Check to see that brakes are working properly before beginning the trip. The van has anti-lock brakes, which means you should keep your foot firmly planted on the pedal at all times in a panic stop.
- **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. Leave the back seat empty if space allows.
- **Cleanliness.** The driver and/or trip leader is responsible to see that his/her passengers properly dispose of all drink cans and bottles, food wrappers, candy, cups, etc., 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 for reimbursement.
- **Security.** Ensure that all doors, including rear doors, are locked when the trip is completed. Remember to complete the *mileage log* provided in the van, and return keys, if applicable, to the church office.

In addition, for longer trips, the following should be done:

- **Tire inflation.** Check with a gauge. Pressures are specified on the manufacturer's label on the inside of the door and in the owner's manual. Also check the spare tire pressure.
- **Check fluids:**
 1. **Oil level** (with engine off).
 2. **Wiper fluid level.**
 3. **Brake fluid level** (visual check through reservoir).
 4. **Coolant level. Remember to never remove a radiator cap on a hot engine!**
 5. **Transmission fluid level.** Check with the vehicle on level ground, the parking brake engaged, the engine hot and running with the gear selector in parked position.

*Northside Baptist Church
of Mechanicsville Virginia, Inc.*

DRIVER ACKNOWLEDGEMENT

_____ I have read and understand Northside's *Van Driver Policies and Procedures*.

_____ I have completed and attached the *Ministry Driver Screening Form*.

_____ I have attached a current *DMV Driver Transcript*, or arranged for it to be mailed to the church office.

_____ I have attached a copy (front and back) of my current *Driver's License*.

Do you require use of a church van key on a regular basis (i.e., driving once per week)?

_____ yes _____ no

Print Name

Signature

Cell phone number

Today's Date

Ministry Driver Screening

for Northside Baptist Church
7600 Studley Road, Mechanicsville, VA 23116

Driver's name (as shown on Driver's License): _____

Date of birth: _____

Virginia driver's license number: _____

Is this a commercial driver's license?: _____ yes _____ no

How often do you drive the church's van? Check one:

_____ less than once per month

_____ once per month

_____ more than once per month

In the past three years:

1. Have you been at fault for any accidents? _____ yes _____ no
2. Have you had any moving traffic violations? _____ yes _____ no
3. Have you had any insurance company cancel or refuse to provide you with auto insurance? _____ yes _____ no
4. Have you had your driver's license revoked, suspended, or restricted? _____ yes _____ no
5. Have you had any physical impairments other than corrective lenses? _____ yes _____ no
6. Have you ever been charged with or convicted of "driving while intoxicated" or "driving under the influence"? _____ yes _____ no

If any question(s) 1-6 have been answered with "yes", please provide full details below, including dates, descriptions, amounts, or other explanation:

Signed: _____ Date: _____

For office use only:

Date form received: _____

Type driver: _____ Primary _____ Alternate

Van Reservation Form

Northside Baptist Church

of Mechanicsville, Virginia, Inc.

Today's date: _____

Your name: _____

Phone: (cell) _____ (other) _____

E-mail address: _____

Name of group requesting van: _____

Trip Information:

- Date & time of departure: _____
- Date & time of return: _____
- Destination: _____
- Approximate mileage: _____
(Trips over 35 miles one-way must have two church-approved drivers).
- No. of people traveling: _____ (church van seats a max of 12)
- Name(s) of driver(s): _____
- Are all drivers on the church's approved driver list?: Yes _____ No: _____
- If required, names of chaperone(s): _____

Drivers **must** be on the church's *approved* van driver list.
Seat belts must be worn by everyone in the van.
Call the church office one week prior to arrange pick up of van keys, credit card and any appropriate paperwork.
Upon completion of the trip, van is to be returned to the church parking lot, with all trash removed and vacuumed if needed.
At least one-quarter tank of gas is to be left in the van.
All van keys, credit cards, and receipts are to be turned into the church office immediately.

I have read and understand all church van policies and procedures:

Signature **Date**

FOR OFFICE USE ONLY

Date received in church office: _____
Drivers have met all requirements: _____
Approved by Vehicle Team Leader? _____
Date placed on calendar and van schedule: _____