

# **DRIVERS OF EMPLOYEE-OWNED, VOLUNTEER-OWNED, OR RENTED VEHICLES**

No. 510

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Revision No. 2

Effective Date:

**9/15/21**

## **1. POLICY**

When necessary, employee-owned or volunteer-owned vehicles may be used to provide transportation for a church-sponsored event. Any driver for such an event must be approved in advance by the respective staff member responsible for the event.

## **2. GUIDELINES FOR APPROVAL**

The following guidelines are to be considered by the responsible staff member for approval and use of a driver of an employee-owned or volunteer-owned vehicle:

- Driver must be 25 years of age or older and under 70 years of age.
- The driver must be in good physical, mental and emotional condition.
- The driver should possess valid, unrestricted State of California Class C driver's license.
- The driver's current driving record (last three years) must not have 1) more than one moving violation; 2) any "at fault" accidents where injuries were involved; or 3) convictions for speeding, reckless driving, driving under the influence of drugs or alcohol, leaving the scene of an accident, or other similarly serious offenses. A background check of the driver shall be made by the church.
- The driver must carry the minimum liability insurance required by law. It is recommended that the driver carry liability insurance on the vehicle to be used of not less than \$500,000 per person / \$500,000 per accident limit of liability for bodily injury and property damage. Evidence of insurance must be provided to the respective staff member responsible for the event.
- One working seat belt must be provided for and used by the driver and each passenger.
- No passengers may ride in the bed of a pick-up truck.
- No motorcycle may be used to provide transportation for church events or appointments.
- The driver must have an operable cell phone with them at all times while they or other drivers are driving. The driver's cell phone number shall be shared with all other respective drivers and the staff member responsible for the event, who will make a list of applicable phone numbers available to the church receptionist.

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## **3. INFORMATION**

The staff member responsible for the event shall ensure that the following information is provided:

- A photocopy of the driver's license shall be kept on file at the church.
- A background check of the driver shall be made and kept on file at the church.
- A photocopy of the evidence of insurance for each driver and/or vehicle shall be kept on file at the church.
- A list of emergency contacts and medical release forms for each passenger under the age of 18 years shall be kept in the vehicle whenever the vehicle is in use.
- Travel directions to all destinations will be made available upon driver request.
- A list of all drivers and passengers, their contact phone numbers, and email addresses must be on file with the church receptionist prior to providing rides.

## **4. TRAVEL GUIDELINES**

- Drivers and passengers must wear seat belts at all times
- Drivers must keep to the posted speed limits at all times.
- A list of emergency contacts and medical release forms for each passenger under the age of 18 years shall be kept in the vehicle whenever the vehicle is in use.
- Travel directions to all destinations shall be provided to each driver upon request.
- The driver must have an operable cell phone with them at all times while they or other drivers are driving. If applicable, the driver's cell phone number shall be shared with all other respective drivers and the staff member responsible for the event.

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## **5. INSURANCE RESPONSIBILITY**

When an employee-owned or volunteer-owned vehicle is used for a church-sponsored event, it should be made clear to the driver and the owner of the vehicle that the primary insurance in the event of an accident is that which is provided by the owner. The church insurance company will act as a secondary provider and provide coverage in excess of the owner's liability coverage. This coverage does not provide liability, comprehensive or collision coverage to the private owner.

## **6. LIMITATIONS**

The use of a member of the church staff as a driver or the incidence of a member of the church staff providing transportation services does not cause an event or activity to be a church-sponsored activity. Church-sponsored activities are deemed to begin at published starting times and end at published conclusion times. Responsibility for transportation to and from church-sponsored events lies with the participant (for those over the age of 18) and with legal parent/guardian (for participants under the age of 18).

## **5. ACCIDENTS**

Any accidents which involve the driver of an employee-owned or volunteer-owned vehicle while on a church sponsored event shall be reported immediately to the Executive Minister and to the Police, if necessary. Should an accident occur where injuries are involved, the injured should be treated first. If feasible, the vehicle should be moved to the side of the road or onto the shoulder. The emergency flashers should be turned on and the reflectors or flares should be placed in the road to warn oncoming vehicles.

The Driver should obtain the following information from all drivers involved in the accident:

- A. Full Name
- B. Address
- C. Insurance Company
- D. Insurance Policy Number
- E. Insurance Company Representative's Name and Phone Number
- F. License Plate Number on Car

The Driver should verify the name and address of other drivers with the picture identification on their driver's license.

It is important to refrain from discussion of guilt and from arguing with other drivers on the scene. The Driver should complete and return an Accident Report Form, which is available from the Executive Minister.