

## **NORTH COMO PRESBYTERIAN CHURCH SPECIAL USE/TRANSPORTATION POLICY**

The purpose of this policy is to provide selection criteria and a process that North Como Church will follow in transporting members, youth, and children for special church sponsored events. This information is structured to concur with Guide One Insurance, North Como's insurance provider.

### **Driver Selection**

Guide One's recommendation for drivers:

- Be at least 25 years of age, and no more than 70 years of age
- Complete a background, insurance and motor vehicle check form
- Complete training on the safe operations of the vehicle to be used
- Be knowledgeable of required vehicle maintenance
- Complete a pre and post trip vehicle inspection checklist
- Be knowledgeable of the safety equipment requirements
- Complete a Trip Planner and provide a copy to the Church Administrator
- Provide proof of insurance to the Church Administrator

North Como's requirement for drivers:

- Provide Church Administrator with a copy of valid driver's license
- Provide Church Administrator with a copy of valid insurance coverage
- Provide Church Administrator with stated knowledge of vehicle use

### **Vehicle Selection and Insurance Criteria**

When determining a vehicle to use for a church sponsored event, see the following:

Should a 15-passenger van be used, the driver(s) of the vehicle is required to have, in order of priority:

- a Commercial Driver's License (CDL) or
- Chauffeur's License or
- Taken and passed a defensive driving course in the past 12 months

The Church liability insurance covers rental and non-owned vehicles only. Damage to personally owned vehicles are **not** covered under the Church's liability insurance. When personal vehicles are used for Church sponsored events, the owner of the vehicle shall carry automobile insurance with the state's minimum insurance coverage being required.

### **Safety Procedures**

The following procedures are to be followed regardless of whether the vehicle is a personal private auto or a rental vehicle:

- 1) Seatbelts must be worn at all times.
- 2) No hazardous, disruptive activity or noise is permitted while the vehicle is moving.
- 3) Keep all objects inside the vehicle.
- 4) All windows must be clear of objects that may disrupt the driver's view.