

Transportation Policy

This document defines the policies of St. Andrew's Presbyterian Church in the area of church-provided transportation. Specific practices and procedures to implement this policy shall be defined by the Transportation Committee, a subcommittee of Trustees.

St. Andrew's transportation policy is divided into several areas:

- I. Safety and Reliability
- II. People and Training
- III. Vehicle Maintenance
- IV. Vehicle Purchase and Rental
- V. St. Andrew's Presbyterian Church Vehicle Use Procedures

I. Safety and Reliability

- A. St. Andrew's policy is to provide purchased or rented transportation that is safe and reliable. The Transportation Committee shall define specific procedures to provide for, as a minimum, written annual vehicle safety inspections and written weekly pre-trip and post-trip vehicle walk-around inspections. Additionally a preventive maintenance schedule shall be established and rigorously followed for each vehicle owned by St. Andrew's. A twice-yearly safety and maintenance summary shall be presented to the Transportation Committee.
- B. Safety and reliability shall be the top priority at all times. Safety is the responsibility of all personnel involved in vehicle rental, purchase, maintenance, and operation. Any safety or maintenance actions needed, or vehicle problems, shall be immediately reported, both verbally and in writing on the post-trip report form to the Business Administrator. Vehicles shall be maintained in a road-worthy condition at all times.
- C. Safety inspections shall be performed annually to ensure all aspects of the vehicles are in good condition, including: tires, brakes, steering, drive train, passenger restraint devices, lights, turn signals, transmission, engine, windshield washers/motors/wipers, etc. Results of maintenance and safety inspections shall be recorded in writing and filed with the vehicle maintenance records.
- D. Nothing should be loaded on the van roofs.
- E. Vans carrying passengers should not be used to pull heavy or multi-axle trailers.
- F. 15 passenger vans shall not be used for interstate travel and are restricted to in-town use only.
- G. No more than 10 passengers are allowed in any owned or rented vehicle.

II. People and Training

All St. Andrew's vehicles shall only be operated by people on the St. Andrew's approved drivers list. Driver eligibility will be reviewed on an annual basis. Drivers must have completed the St. Andrew's Approval Form for Drivers of Church Vehicles and will be approved on the following basis:

A. Approved Drivers Evaluation List

1. Attitude: joyful, responsible, defensive driver, obedient to driving laws and St. Andrew's policies, safety conscious, focused on driving, calm, able to deal with traffic, passengers and emergencies.
2. Health: good physical and mental condition. Physical or written statement confirming good health may be required.
3. Age requirements: minimum age of 25, maximum age of 70. All drivers must have been continuously licensed for the past three years.
4. Driving Record:
 - a. Valid driver's license
 - b. Experience with the vehicle to be driven
 - c. Approved driver orientation/training
 - d. Motor vehicle records checked & O.K. (no one is permitted to drive a church vehicle if he/she has had a DUI or 2 moving violations or one "at fault" accident in past 36 months)
5. Repeated reports by St. Andrew's passengers indicating unsafe driving practices will be cause to remove driver from approved list.

B. Driver Compliance

1. DRIVERS MUST AGREE TO READ AND COMPLY WITH ST. ANDREW'S TRANSPORTATION POLICIES.
2. Failure to comply with applicable driving laws and/or St. Andrew's policies shall result in loss of St. Andrew's transportation privileges. Drivers agree to undergo any safety and vehicle operation training required by the Transportation Committee.
3. All St. Andrew's drivers are to do their own PRE-TRIP INSPECTION on the pre-trip form, including tire inflation and inspection.
4. SEAT BELTS MUST BE USED AT ALL TIMES BY EACH OCCUPANT. Less than 10 occupants per vehicle is recommended.
5. Any unused seats should be in rear of van.
6. Use of a cell phone by the driver while operating the vehicle is prohibited. Operation of the vehicles between midnight and 6a.m. is not recommended.
7. Van drivers should be well rested.
8. Van drivers should drive cautiously (maintain a speed that is safe under the conditions and be especially careful on rural or curved roads.) A maximum speed of 60 miles per hour is recommended under normal conditions.
9. All St. Andrew's drivers are to COMPLETE THE POST-TRIP REPORT. Drivers who fail to do this once will be warned in writing that the next time they will lose their driver's status with St. Andrew's. Copy of vehicle checklist and post-trip boxes are attached.

NOTE: Each driver is responsible for documenting any vehicle condition requiring correction.

10. It is the responsibility of the group or person in charge to return vehicles clean and ready to be used by the next ministry.

C. Liability For Drivers

Although St. Andrew's carries insurance for its vehicles, drivers and passengers, it is always possible that you, the driver, could be sued in addition to the church. Compliance with driving laws and St. Andrew's policies and manuals is a driver's best protection against involvement in a lawsuit.

III. Vehicle Maintenance

The Transportation Committee has established the following practices to implement a preventive maintenance program for each St. Andrew's vehicle. These provide for written documentation of maintenance required and performed on church vehicles. Each driver shall be responsible for documenting any vehicle condition requiring correction. Any vehicle with a possible unsafe condition shall be removed from service until the condition is corrected.

A. All St. Andrew's vehicles are to have:

1. Mechanical records listing service and repairs with dates and mileage.
2. Future routine mechanical and safety inspections for service scheduled in advance based on mileage recommended by mechanical vendor.
3. Regular Pre-Trip inspections on the attached form. Regular inspections will be done on a scheduled basis by a St. Andrew's vehicle maintenance staff person.
4. Written Post-Trip information completed by the vehicle's driver each time the vehicle is used. Needed repairs or a notation that the vehicle has performed OK is logged by the driver.
5. Written maintenance reports presented twice yearly, in January and July, to the Transportation Committee.

B. Repairs or service needed is to be:

1. Done from routine mileage preventative checklist.
2. Done from Post-Trip information completed by the driver.
3. Done ASAP if the mechanical notation may jeopardize the safety of the vehicle's passengers. The vehicle shall also be grounded until the repair is made if passengers' safety is in question.
4. Posted to the original driver's trip report as repaired when completed and on the vehicle's maintenance and service log.

IV. Vehicle Purchase and Rental

The intent of vehicle purchase and replacement shall be to provide reliable, safe transportation.

V. St. Andrew's Presbyterian Church Vehicle Use Procedures

1. Use of Vehicles

Church vehicles are to be used only for church-sponsored and Preschool/Kindergarten functions authorized by St. Andrew's Presbyterian Church.

2. Vehicle Reservations

Vehicles must be reserved in advance by an appropriate ministry person. All requests for vehicles should be in writing on a "Vehicle Request" form submitted to appropriate office staff.

3. Vehicle Check-out

- a. Submit passenger manifest if trip is out of town or overnight. See Attachment A.
- b. Get key, vehicle log, cell phone, and emergency information from office staff. Make arrangements between 8a.m. and 4p.m. Monday-Friday.
- c. When you get into the van, fill out the mileage on the form in the vehicle log.
- d. Please follow St. Andrew's good driver policies on the trip.
- e. If you are going out of town, a spare set of keys will be provided in case of loss of keys.

4. Vehicle Check-in

- a. RETURN VEHICLE CLEAN and with at least ½ TANK OF GAS.
- b. Return vehicle to its designated parking spot.
- c. Check tires for proper pressure and excess or uneven wear.
- d. Complete the Post-Trip Report noting any maintenance needs and mileage. If you have noted any maintenance needs please report them to the Business Administrator.
- e. LOCK the vehicle. Be sure all lights and accessories are turned off.
- f. Return vehicle log with keys, etc. to church office.

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