



VAN DRIVER POLICY AND PROCEDURES

The safety of the drivers and occupants of our church vans is the primary concern of HHBC 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 (all forms are available at hayshills.com or in the church office):
 - a completed Driver Acknowledgement Form
 - a completed enclosed Ministry Driver Screening Form,
 - a copy of your current driver's license, and

Once HHBC 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. A copy of your DMV driver transcript may be requested, if the van is needed sooner than our insurance can review. This will be determined by the operations manager and the minister over building and facility use.

Driver Guidelines

- All drivers must be at least 25 years old.
- Drivers should not have more than one at-fault accident or more than one minor traffic violation within the last three years. (This is a requirement of our insurance carrier; however, underwriters review each applicant's records individually and notify the church office of their final decision.)
- Drivers having violations such as careless driving, reckless driving, or driving under the influence will not be allowed to operate church vehicles.
- Drivers above the age of 70 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

- Each van has a Van Use Binder. The Binder contains vehicle inspection forms, auto accident checklist forms, insurance cards, a list of names to contact in the event of an accident or other emergency, and important numbers to have on hand.
- The van is to be used for church-approved activities only. A Van Reservation Form (available at hayshills.com or in the church office) must be completed prior to each trip taken requiring use of the church van. Unless an emergency situation arises, those who have completed the necessary paperwork receive priority with vehicle use. Regular use

of the vehicle(s) by approved church programs (such as Wednesday night pickup/dropoff) will receive special approval and will not require a reservation form for each trip.

- 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. It is also the driver's responsibility to ensure everything is in working order, prior to the trip.
- 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, two adults are required (the driver and one other adult), per van.
- The maximum number of individuals allowed in each church van is fifteen.
- The driver and/or trip leader is responsible for having the necessary emergency contact information available on each passenger.
- In the event of an accident or other emergency, the driver and/or trip leader (after contacting the police or emergency personnel) should contact the Lead Pastor and/or one of the names listed in the Binder as soon as possible. Numbers are listed inside the Binder.

Vehicle Guidelines

HHBC drivers should use consistent and safe practices in preparing for trips and driving the church vehicle. A vehicle inspection checklist is included in the Binder and should be completed before and after van use. While HHBC will do its best to maintain the vehicles at all times, the driver is responsible for verifying the van is ready for a trip. HHBC does not have maintenance staff who can verify vehicle readiness before a trip. The Binder contains a Pre-Trip/Post-Trip Inspection Checklist that covers general maintenance items including, but not limited to: visual inspection, fuel levels, cleanliness, first aid, emergency kit review. This checklist should be completed before and after the trip and turned into the church office with the key.

Vehicle Reservation Procedure

The vans are treated as a resource and require being reserved on the church calendar, just as a room or building would be. HHBC Operations Manager will determine the availability of the vehicle(s). The vehicle(s) must be requested at least 3 weeks in advance to allow adequate time to ensure the vehicle is available, reserved, and the driver(s) are approved. Before requesting a vehicle, please review the guidelines above and be ready to provide the information needed, including completed forms, as soon as possible.

It is best to contact the minister over the program planning to use the vehicle before contacting the operations manager.

HHBC maintains a list of approved drivers who have been reviewed by our insurance and meet the guidelines. Approved drivers may use the vehicle with less than 3 weeks' notice, if the vehicle is available and use has been approved by the operations manager and minister over building and facilities.

- **For HHBC programs, contact the minister over that program (Examples: Silver Servants would need to contact Minister of Senior Adults; Children's activities would need to contact Children's Minister; Student activities would need to contact Student Minister). The minister will forward the request to the operations manager.**
- **For non-HHBC programs, all requests must be approved, at least 3 weeks in advance, by the operations manager and the minister over building and facility use.**
- **Any variance from this policy or procedure may be approved, for emergency purposed, by operations manager, minister over building and facilities, and Lead Pastor, with consideration made for safety, liability, and ministry need.**