

# Ministry Vehicle Policy Statement

## Ballston Spa United Methodist Church

**Usage:** The Ballston Spa United Methodist Church Vehicle Policy Statement is provided to assure the safe passage of any youth and/or adults during church sponsored activities which require travel by motor vehicle. This policy does not assume responsibility for the liability and/or safety of its participants.

### Designated Drivers

It will be the responsibility of each ministry to submit their lists of proposed designated drivers to the Safe Sanctuary Task Force (SSTF) on a yearly basis.

### Designated Drivers Required Qualifications:

1. Licensed driver must be 21 year or older.
2. Driver must be pre-approved by group sponsor/leader and Safe Sanctuary Chairperson to drive.
3. Driver must have a satisfactory Traffic Violations and Vehicle Accident Record.
4. Driver must sign acknowledgment of "Responsibilities of Designated Driver." which includes an understanding of insurance coverage as it pertains to the driver.
5. Driver must exhibit responsible driving habits.

The Safe Sanctuary Task Force (SSTF) shall evaluate and approve designated drivers. This approval shall be in effect for the period of one year. The SSTF shall have the right to revoke or suspend driver status (for cause) at any time.

### Driver Checklist

*Prior to Any Trip sponsored by BSUMC*

1. Driver will be instructed and prepared in order to keep track of all passengers, the planned trip route, the intermediate stop(s) and the final destination(s).
2. Each driver will be equipped with an incident report sheet (in first aid kits).
3. Driver will be reasonably confident that his/her vehicle is safe to drive and its vehicle maintenance and inspection is up to date.
4. The two-adult rule will be followed (when necessary for unscreened adults) for each vehicle in accordance with the current BSUMC Safe Sanctuary Policy and Procedure.
5. At least one travel first aid kit will be available per group outing.
6. Every driver will have availability of CB radio, two-way radio or cell phone for communication with other vehicles during travel. Each driver will have the contact information of each leader and/or driver involved in outing.
7. Driver must be pre-approved for travel by Safe Sanctuary Chairperson and have signed vehicle policy form.

*During the Trip*

1. Seat belt regulations
2. Capacity of vehicle rule
3. Obey state and local traffic laws
4. Drive defensively and carefully

*After the Trip*

1. Return of vehicle to pre-determined location.
2. Reporting of any problems to group leader(s) and SSTF.
3. Completion of trip or incident report when necessary.

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**Acknowledgement of Responsibilities of Designated Driver**

I have read and will adhere to the rules and responsibilities governing the use of either church-owned vehicles or personal vehicles while transporting people to and from church-sponsored activities.

I am aware that automotive insurance liability will generally follow the flow below in the event of an accident, and as such, subject me to certain liability risks.

1. Owner of Vehicle \_\_\_\_\_
2. Driver of Vehicle \_\_\_\_\_
3. Church (only in furtherance of church activity)\_\_\_\_\_

Signature of Driver \_\_\_\_\_

Date \_\_\_\_\_