

First Baptist Church Passenger Van Policy

1. All church owned or rented vehicles will carry only the manufacturer recommended passengers. Occupants will be loaded evenly from the front of the van and each occupant is required to wear a seat belt at all times. Absolutely nothing will be loaded on the van roof. Towing of any trailer while carrying more than one passenger is prohibited with all vans except the Carpenter Minibus. Vans can be used only for activities that have been authorized by the church.
2. Only drivers who have received specific training and certification on the use of passenger vans (through the Facilities Manager) may carry passengers in a church vehicle. All drivers will be well rested and are personally responsible for enforcing First Baptist Church's seatbelt policy. Drivers should drive cautiously and maintain a speed that is safe under the conditions, and be especially careful on rural and curved roads. If the van's wheel drops off the roadway, gradually reduce speed and steer back onto the road when it is safe to do so. Under no circumstances, will drivers exceed posted speed limits and all vans are prohibited from being driven in excess of the posted speed. In order to keep a low center of gravity, drivers should keep the van's gas tank as full as possible. Use of cellular phones by the driver is prohibited. Phones should be on board for emergency use, while not in motion, or by other than the driver. The van driver is personally responsible for all traffic or parking citations, tickets, and fines incurred while he or she is driving. Drivers must be at least 21 years of age. Use of any sedating prescription or over-the-counter antihistamine (or other medication) by the driver is strictly prohibited. All drivers must have a list of emergency phone numbers.
3. The facilities staff will inspect tires monthly to check for wear and proper inflation. Drivers will check the tires before each trip as part of their safety inspection. Worn or improperly inflated tires increase the risk of a blowout. A van's tendency to rollover increases dramatically during emergency maneuvers, such as a panic response to a tire blowout.
4. Use of any van after 12:00 midnight and before 6:00 a.m. is restricted. No trip will be planned for this time of travel and emergency travel during these hours is permitted only if sufficient relief drivers are available to ensure no driver drives more than two continuous hours under these conditions. Overnight driving will be an option only if a professional transportation company is used that provides both the vehicle and driver. Drivers are prohibited from driving for more than ten hours in any twenty-four-hour period (unless a shorter limitation is provided under an applicable law or regulation). All van users must have more than one qualified driver for trips of more than six hours. Drivers should rest or rotate every two hours.

5. Van training and certification includes viewing a safety instructional DVD and passing a safety test. Additionally, each driver must demonstrate the capability to conduct a complete safety inspection checklist of the vehicle and must demonstrate safe and proficient driving ability during a check ride. A check of each driver's record for traffic offenses or license restrictions is also conducted by our insurance company and a minimum of three working days is required for this to take place. Also, a signed copy of these rules must be on file with the Facilities Manager in order to be on the authorized driver list.

6. All church vans are maintained properly, and inspected frequently by a competent mechanic. Records of all maintenance and inspections are maintained by the Facility Manager. Drivers must report mechanical problems to the Facility Manager when the vehicle is returned. Drivers must return vehicles to the designated parking area and ensure that it is free of garbage upon return. Failure to do so will result in removal from the authorized driving list.

I have read and understand the van policies outlined above. I will ensure these requirements are followed when driving (or supervising the driving) of any First Baptist Church van.

Printed Name

Signature

Date

**First Baptist Church
Driver's Safety Checklist**

Driver's Name: _____

Date: _____

Number of Passengers: _____ Trip Destination: _____

Mileage Start: _____ Mileage End: _____

Emergency Numbers Jon Owens 912-531-1452, 489-7910, 587-9255

Church 912-764-5627.

Prior to Starting the trip...

- Before entering the vehicle, walk around the vehicle and inspect its overall condition.
- Check the condition of the tires and if they are properly inflated.
- Look under the vehicle for any fluid leaks.
- Look behind the vehicle for any obstructions.
- Start the vehicle and have someone check the lights, directional and brake lights.
- Look for any broken lights.
- Test the brakes by putting the vehicle in gear while holding your foot on the brake.
- Test the parking brake in the same manner.
- Test the horn, wipers, fans and defroster.
- Never over load this vehicle. Secure all cargo as needed.
- **DO NOT EXCEED 6 passengers at any time for any reason! (14 in Mini Bus)! This is for the safety for all concerned.**
- Before leaving make sure all passengers are wearing their seat belts!

Report any unsafe conditions to the Facilities manager or Trip Leader immediately.

Please describe any problems:

Obey all speed limits.

Think Safety First!

First Baptist Church Drivers Certification Checklist

Name _____ Date _____

- Review and sign FBC Passenger Van Policy
- Take *DriveOne / GuideOne Coaching the Van Driver II* Course
- Complete vehicle pre-trip inspection report
- Complete Driving Course
- Copy of valid Georgia Driver's License

Applicant

Certified Test Administrator