

New and Living Way Bible Church Transportation Policies and Procedures

Introduction

The safety of our passengers at New and Living Way Bible Church is very important. With this in mind, New and Living Way has instituted the following policies and procedures for van ministry travel. All ministry groups must abide by these procedures.

Policies and Procedures for Travel with New and Living Way Bible Church Van Ministry

Prior to departure, all passengers shall complete the following forms

1. *New and Living Way Church Van Ministry Policy and Procedure Signature Notification*
2. *New and Living Way Van Ministry Permission and Medical Release Form*

Emergency/Accident/Incident Information

These forms will be kept on file in the Office of New and Living Way Bible Church. In addition, copies of these forms will also be given to van driver/monitor. These forms will be kept in case of any unforeseen emergency for one year. The transportation ministry will be instructed to contact the emergency contact specified **IMMEDIATELY** in case of any accident/incident/emergency.

New and Living Way Van Ministry Trips

In some cases, ministries or groups may need to use the van for Ministry trips once they have reached their destination. In these cases, the following policies and procedures must be followed. Only New and Living Way members or staff members who are over the age of 25 may drive the van. In addition, the driver must have at least two years of driving experience. Prior to driving a New and Living Way vehicle, New and Living Way Ministries **MUST** have on file a copy of the person's drivers license, driving record and criminal background check documentation. Individuals must have a good driving record. Driving records may not contain the following:

1. More than 6 points;
2. Any major violations (DUI, reckless driving charges, driving with a suspended license, fleeing a police officer, etc.); and
3. Any chargeable accidents within the last 12 months.

When driving New and Living Way Ministries vehicles, the driver may not drive over 200 miles (or more than 4 hours) without stopping. No vehicles may be utilized that are larger than a "15 passenger van". In addition, the following occupancy standards apply:

1. In vehicles listed as 15 passengers, no more than 13 passengers are permitted.
2. In vehicles listed as 12 passengers, no more than 8 passengers are permitted.
3. In mini-vans or full-size SUV's, no more than 5 passengers are permitted.

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The driver and all occupants in the vehicle must wear safety belts at all times. All equipment must be stored properly and not loose. The driver must obey all posted speed limits.

Advance Notice

New and Living Way Van riders must schedule at least 24 hours in advance of the scheduled service or event to arrange for pick up. Van Drivers may have limited ability to accommodate short-notice requests as resources fill up quickly. Please provide as much advance notice as possible.

Van On-time Policy

It is the goal of New and Living Way Van Ministry to pick up all riders within 60 minutes before or 15 minutes after the scheduled pick up time. It is the responsibility of the rider to be ready for the vehicle when it arrives. Lead times may vary. We are currently having to, sometimes, make multiple routes to make sure everyone is picked up and dropped off to attend services/events. At this time we only have 1 van that provides transportation, with that being stated, your child may be picked up or arrive home later than expected from certain services. If this does occur, we will notify you of this.

Van Wait Policy

When the New and Living Way Van Ministry driver arrives to pick up, the van or volunteer driver will wait a maximum of 5 minutes for the rider. If you are going to be late or need to change your trip time, please call New and Living Way Bible Church Van Driver/Monitor at least two hours in advance so the driver can be notified.

Cancellation Policy

Any rider who needs to cancel their scheduled trip must notify New and Living Way Church, Van Driver/Monitor at least two hours before the pick-up time. Failure to cancel your trip could result in the rider forfeiting their next van trip. Riders failing to cancel their trip within two hours more than three times will have ridership privileges suspended.

Second Services/Events

If New and Living Way Bible Church has a second service at the church or any other church whether locally or out of town, and passenger does not want to attend, it is the responsibility of the passenger and/or parent of a minor child to provide their own transportation from New and Living Way. Please bear in mind that food may or may not be provided at the second service or event.

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Audio / Video Devices

Electronic devices may be used on the van only if the sound is transmitted to the user by ear plugs or headphones and the content is not offensive to other passengers. However, if these devices are brought on the van, and in the event are lost, stolen or broken, New and Living Way Bible Church or its assignees will not be responsible for repair or replacement of the devices.

Food Consumption & Smoking

Eating, drinking and smoking are not permitted by passengers on New and Living Way Transportation vehicles. Please do not bring open food or beverage containers on board. Food and/or drink items for a specific church service and/or event is asked to be given to the driver or the monitor before passengers enter the van.

Passenger Conduct

Passengers are expected to adhere to commonly accepted rules of conduct. Please be courteous with your driver and other passengers. A driver may refuse to transport a passenger who appears to be under the influence of alcohol, illegal or dangerous substances, or whose behavior and/or language is abusive, offensive, disorderly or dangerous to themselves, the driver, or other passengers. New and Living Way Bible Church reserves the right to suspend or deny service as appropriate. New and Living Way Van Ministry may suspend a rider for incidents of disruptive behavior, repeated violations and/or breaking of New and Living Way Van Ministry policies and procedures or breaking the law.

Seat Belts & Restraints

Georgia law requires that all passengers use seat belts or appropriate child safety restraints while the vehicle is in motion. Passengers must remain seated until the vehicle comes to a complete stop. Passengers with a medical seat belt exemption must provide a medical exemption certification when boarding. No children requiring child safety seats according to Georgia Governor's Office of Highway Safety will be allowed as a passenger. Children must be over 49" tall.

Proper Attire

Shirts and shoes must be worn on New and Living Way transportation vehicles.

Littering and Property Damage

Littering or defacing of property is prohibited.

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Hazardous Materials

Guns, knives, explosives, dangerous liquids, and hand carried parcels that could cause injury to other passengers are banned by law.

Adverse Weather

New and Living Way Bible Church may reduce or cancel services during severe weather. Please call van ministry contact at 770-324-7190 for updates as to transportation service reductions or cancellations.

Passenger Assistance

New and Living Way bus and van drivers are trained in passenger assistance techniques and may provide passenger assistance in boarding and disembarking from the vehicle. Passenger assistance may include guiding the passenger to the vehicle, lending a steady arm for balance in boarding the vehicle, or finding a seat.

New and Living Way drivers will not provide assistance that involves bearing weight, including lifting and carrying passengers. Individuals who need extensive assistance in traveling must arrange for a Personal Care Attendant to accompany and assist them. New and Living Way does not provide Personal Care Attendants. The driver may refuse service if the passenger cannot safely travel to and from the vehicle without the driver lifting or carrying them.

New and Living Way Van Ministry drivers will not enter passengers' homes. For the safety and protection of both drivers and passengers, it is against our policy to provide this type of assistance.

Non-discrimination

New and Living Way Bible Church does not discriminate regardless of race, color, national origin, gender, age, disability, sexual orientation, or other protected status.

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New and Living Way Bible Church Van Ministry Policy and Procedure Signature Notification

Please sign stating that you understand and have read the Van Ministry Policies and Procedures for New and Living Way Bible Church. By signing this form, you commit to hold yourself as well as your child responsible to adhere to the guidelines outlined. By signing this letter, you also verify that you have read and explained the policies and procedures to your child for their understanding.

Print name of parents/guardian

Signature of parents/guardian

_____ Date

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New and Living Way Bible Church Van Ministry Permission & Medical Release Form

(Please Print)

Date: _____

Student's Name: _____

I _____ (Parent's Name) give my permission for New and Living Way Bible Church to pick up my child for church services and events. I acknowledge that if the subject of the release has to return home early for discipline violations, it will be at my expense.

I understand all reasonable safety precautions will be taken by New and Living Way Bible Church and its agents during the events and activities. I authorize any treatment by an accredited hospital and/or physician deemed necessary for the subject of the release in case of an emergency. This authority is granted only after reasonable effort has been made to reach me. I understand the possibility of unforeseen hazards and know the inherent possibility of risk. I agree not to hold New and Living Way Bible Church, its leaders, employees, and volunteer staff liable for damages, losses, diseases, or injuries incurred by the subject of this form.

I understand that my child will not be able to ride the van without this form being filled out completely. This permission slip is good for up to one year. If anything changes, please notify us to get another form.

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Student's Name _____

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature _____ Date _____

Address/City/Zip _____

Phone (H) (C) (W) _____ / _____ / _____

Emergency Contact Name _____

Relationship _____

Phone (H) (C) (W) _____ / _____ / _____

Health/Med. Ins. Co. _____ Policy Number _____

Please list any allergies, medical conditions, prescription medications, physical impairments the participant may have:
