



Chelsea First
United Methodist Church

Transportation Policy

DRIVER QUALIFICATIONS

- To become a CFUMC volunteer driver, an individual must qualify annually by completing this form and submitting this information with a copy of your valid MI driver's license to the CFUMC office manager.
- Drivers must have personal automobile insurance. When transporting non-family members for a CFUMC sponsored event in a personal vehicle, CFUMC strongly recommends that the driver have minimum automobile insurance coverage of \$500,000 per occurrence.
- Drivers transporting children or youth may be required to give permission for a background check.

(Owned or Rented Vehicles) GENERAL REQUIREMENTS

- The CFUMC owned or rented vehicles must only be used for CFUMC sanctioned activities.
- Drivers of CFUMC owned vehicles are covered under CFUMC auto insurance.
- When renting a vehicle for a CFUMC sponsored event, drivers should decline the rental company insurance and sign the rental agreement with CFUMC in care of "renter's name." They will then be covered under CFUMC auto insurance.
- CFUMC owned or rented vehicles must be returned with a full tank of gas. All receipts must be submitted with the proper forms to the CFUMC Finance Department for reimbursement.
- Drivers who have been convicted of serious offenses during the last three years (e.g. reckless driving, OWI, etc.) are not authorized to drive CFUMC owned or rented vehicles. CFUMC may request an MVR (motor vehicle record) for drivers of CFUMC owned or rented vehicles.

SAFETY REQUIREMENTS

- The following safety rules must be adhered to when providing transportation for CFUMC sponsored events in church owned/rented and private vehicles.
- The driver should know the location of the final destination and plan the route, stops, and special needs of passengers. If vehicles are in a caravan, each driver should have the same information. Drivers should be relieved or take a 15-minute break every 3 hours.
- Drivers may not be under the influence of prescription or over-the-counter drugs which may cause drowsiness or otherwise interfere with their safe operation of the vehicle.
- The driver should have a cell phone available in case of an emergency.
- The driver may not use a cellular phone while driving.
- Seatbelts must be worn by all persons at all times while in the vehicle. Use child seats when required by law.
- Keep objects and body parts inside the vehicle at all times.
- Alcoholic beverages, drugs and tobacco are prohibited to be consumed in the vehicle.
- All windows must be clear from obstruction so as not to impair the driver's view.
- When transporting children or youth, all Safe Sanctuary guidelines should be followed. In addition, alcoholic beverages may not be in the vehicle when transporting minors.

VEHICLE COLLISION

If you are in an accident, please follow these guidelines:

- Stop immediately to investigate.
- Turn on vehicle's flashing hazard lights.
- Pull off to the side of the road if possible to avoid further injury. If the vehicle cannot be moved, place emergency flags or flares 100 – 200 feet to the rear of the vehicle.
- Get all passengers off the road – and away from the vehicle (Not in front of the vehicle!).
- All persons should exit the vehicle on the sidewalk or shoulder side and never on the traffic side.
- Aid the injured and see that they receive medical attention as soon as possible. Do not attempt to move the injured person(s) unless they are in immediate physical danger. If you are trained in first aid, administer first aid. While tending to the injured person(s), send someone to call for help.
- Contact emergency medical personnel as applicable by dialing 911.
- The police must be called so that an accident report can be filed for insurance coverage. If there is no report, there is no coverage. Locate witnesses and obtain their contact information. Exchange contact and insurance information with other drivers.

- Notify the CFUMC Ministry leader, your family, and the families of other passenger(s) involved in the accident. Provide a copy of the Accident Report to CFUMC. Do not admit fault to other parties and only give information pertaining to the accident to the police, CFUMC representatives, and vehicle rental company (if applicable).
- If driving a personal vehicle, notify your insurance carrier within 24 hours.

DISABLED VEHICLE

Should your vehicle “breakdown” or fail to operate properly, please follow these guideline:

- Stop immediately to investigate.
- Turn on vehicle flashing hazard lights.
- Pull off to the side of the road if possible to avoid further injury. If the vehicle cannot be moved and if so equipped, place emergency flags or flares 100 – 200 feet to the rear of the vehicle. Get all passengers off the road – and away from the vehicle. (Not in front of the vehicle!)
- All persons should exit the vehicle on the sidewalk or shoulder side and never on the traffic side.
- The driver of the vehicle or the sponsor of the trip will be responsible to arrange transportation to get the passengers to their destination or to return to CFUMC.

Chelsea First United Methodist Church Driver Acknowledgement

I have read, understand, and will comply with the requirements and guidelines as set forth in the Driver Qualifications, General Information, Safety Requirements, Vehicle Collision, and Disabled Vehicle information listed above. Violations of these rules may result in early termination of the trip or the removal of a participant. Safety is my primary goal for this trip.

I have been provided with a copy of this Transportation Policy.

Sign Name: _____

Date: _____

Print Name: _____

PERMISSION TO OBTAIN DRIVER INFORMATION

My signature on this form gives Chelsea First United Methodist Church (CFUMC) permission to retain my driver's license information and to obtain a copy of my Motor Vehicle Report (MVR). I understand that this information is private and that it will be treated confidentially on the part of CFUMC. I further understand that driving for CFUMC sponsored events is a privilege, not a right, and that the CFUMC Ad Council or parish staff have the right to prohibit me from driving participants to and from such events without providing just cause or reason.

Sign Name: _____

Date: _____

Print Name: _____

Witness Sign Name: _____

Date: _____

Print Name: _____