



## Transportation Policy Community Church of Sebastopol

**Title:** Transportation Policy

**Affected**

**body:** Community Church of Sebastopol

**Approved by:** Leadership Council

**Date**

**Approved:** February 8, 2023

**To Be**

**Reviewed:** Every 3 years, in conjunction  
with the Safe Church Policy  
Review

**Date last**

**Reviewed:** <n/a>

**Date this version proposed:** February 8, 2023

**Proposed by:** Rev. Rachel Knuth

**Purpose & Background:** To provide risk reduction and response guidelines around transportation. This is a companion policy to our Safe Church Policy. This policy applies to all persons of the church participating in any church-sponsored event.

**Policy:**

*Requirements for carrying passengers:*

- All drivers must be at least 21 years old.
- All drivers must complete a Volunteer Driver Application Form, answer the inquiries regarding their driving record, and sign their agreement to abide by the Transportation Policy. These forms will be kept in a confidential cabinet in the church office.
- For programs involving children and/or youth, the church also requires a Live Scan background check, in compliance with the Safe Church Policy, which includes the volunteer's driving record.

- All drivers must be in possession of a valid driver's license, and a copy must be on file in the church office.
- Drivers should possess personal insurance coverage and should carry evidence of it with them when driving. A current copy of the driver's personal insurance coverage card must be on file in the church office. The minimum state standards for coverage suffice for the purpose of this policy. The church's insurance policy provides secondary insurance coverage.

*Use of Privately-Owned and Rented Vehicles:*

- All vehicles used for church-sponsored activities are to be deemed "reasonably safe" by all present before use in the activity. For example, a vehicle should be easy to operate and crucial mechanisms such as engine, brakes, tires, and lights should be fully functional.
- Every driver and passenger in any vehicle must wear a seatbelt in compliance with current state law.
- Capacity of a car equals the number of functional seatbelts. In addition, passengers must be in compliance with current state law regarding car and booster seats. For more information, please refer to the California Department of Social Services publication, the "California Child Passenger Safety Law."

*All drivers shall observe the following guidelines for safe travel:*

1. The driver must be informed of the destination, planned stops, passenger health concerns, and any other information that would be helpful.
2. When transporting children or youth, efforts shall be made to provide an adult assistant to deal with any distractions caused in the vehicle. No horseplay in the vehicle is allowed.
3. Every driver needs directions. They should never be expected to "keep up" with the vehicle in front of them. "Caravan ing" has been deemed an unsafe way for multiple vehicles to travel. Stops should be scheduled and there must be plans for communication and emergencies.
4. Efforts should be made to provide a cell phone in every vehicle; however, use of a cell phone for any reason by the driver, including texting, while driving is prohibited.
5. Drivers must follow traffic laws including posted speed limits.
6. Driving while under the influence of alcohol or any other substance that impairs the driver's abilities is prohibited.

**Other Considerations:**

*The following procedures must be followed with any breakdown situation:*

1. Park the vehicle as far from the traveled portion of the road as possible. Turn on the four-way flashing hazard lights.
2. Keep the passengers in the vehicle unless the vehicle is on fire or poses other dangers to the occupants.
3. Assess the situation and determine the best option to make the needed repair.
4. Call for help using a cell phone.
5. If repairs cannot be made on the roadside, transportation arrangements must be made for all vehicle occupants.

*In the event of a vehicle accident, the following steps should be taken:*

1. Stop immediately and determine damage. Avoid obstructing traffic, if possible.
2. Place emergency reflectors, flares, lanterns, or flags, if available.
3. Aid the injured and see to it they receive medical attention as soon as possible.
  - a. Unless in immediate physical danger, do not attempt to move the injured person(s).
  - b. If you are trained in first aid, administer first aid to the injured person(s).
  - c. While tending to the injured person(s), send someone to call for help.
4. Report accident to local police by calling 911.
5. Obtain witness names and telephone numbers, and exchange insurance information.
6. Notify your family, the organization, and the families of other passenger(s) involved in the accident.
7. Record an accident details in writing.
8. Notify the church office by completing an incident report at the church office as soon as possible.