

First Baptist Church Port Neches

2018 Transportation Policies

Adopted by Church June 24, 2018

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First Baptist Church of Port Neches
Safety Procedures and Rules

1. Stay seated, facing the front of the vehicle when it is in motion.
2. If the vehicle has seatbelts, they must be worn.
3. No standing or kneeling in seats.
4. Emergency doors, windows and roof hatches are only to be opened in case of an emergency.
5. When minors are being transported, chaperones are to be seated throughout the vehicle.
6. No tobacco, alcohol or vaping products are allowed on church provided transportation.
7. No drinks are allowed on church provided transportation unless they have screw on lids.
8. Ministry leaders can restrict food and drinks as they see fit since they are responsible for cleaning the vehicles.
9. Passengers are not allowed to share blankets, lay on one another or cuddle. The opposite sex is not allowed to sit together when it is dark outside.

First Baptist Church of Port Neches
Church Transportation Policies

1. The bus or van should not be loaned to groups or individuals outside of First Baptist Church of Port Neches unless adequate notice is given to gain approval by the Administrative Pastor and the Transportation Team.
2. The bus or van should not be used for personal use.
3. The size of the group shall at no time exceed the seating capacity of either the bus or the van.
4. When using church provided transportation and seatbelts are present in the vehicle, the seatbelts must be worn.
5. Any sponsoring group using the bus or van will be responsible for returning the vehicle filled with fuel.
6. Any sponsoring group using the bus or van will be responsible for adequately cleaning the vehicle; picking up garbage, cleaning the interior of any spills and reporting any damage to the interior to the church office.
7. The Transportation Team will regularly monitor the cleanliness of church transportation. All church transportation should be detailed at least twice a year; thorough washing, maintenance done to clean the floors of the vehicles, wiping down of flat surfaces, etc... They can choose to do it themselves, pay a third party or hire it out to a ministry within the church as a fundraiser.
8. Any church ministry wanting to use church transportation must fill out a 'Transportation Request Form.' When prioritizing transportation usage, spiritual training will take priority of fellowships and recreational activities.
9. Ministry leaders will be responsible for obtaining a church approved driver when requesting use of church provided transportation. Please see the 'Driver Requirements' form for more information about driver qualifications.
10. Drivers should report, in writing using the 'Church Transportation Maintenance/Incident Form', any issues or damage to church owned transportation to the Administrative Pastor and Transportation Team.
11. If an accident occurs in church provided transportation, the driver and/or ministry leader should first contact the proper authorities then the Administrative Pastor.
12. Church vehicles are not to be driven on anything other than all-weather roads. Speed limits are to be rigidly obeyed. Any traffic violations will be the responsibility of the driver.
13. Keys to church provided transportation should be picked up at the church office no more than 48 hours before the event and should be returned immediately after the event.
14. Church provided transportation should be returned to its permanent parking spot upon return unless other arrangements have been made through the church office.
15. The driver of the bus must complete the designated pre-trip checklist for safety items in accordance with federal and state motor vehicle laws including but not limited to condition of lights, horn, wipers, steering, fluids, oil and gas.
16. When parking on the street to load and unload passengers, do so on the same side of the street as the passengers' destination.
17. Check church transportation's clearance height before passing under any obstruction or into a parking garage.
18. In case of an accident when using church transportation, passengers' names and emergency contact information should be recorded and turned into the church office. (E-mailing this list to the office is adequate)
19. Ministry leaders are responsible for enforcing all safety procedures and rules as stated on the 'Safety Procedures and Rules' form.
20. Drivers will watch a series of driver safety videos provided by the church's insurance company.

First Baptist Church of Port Neches
Transportation Policies
Driver Qualifications

Church Owned Motor Vehicles (Buses and Van)

1. Be between the ages of 25 and 70.
2. Possess a current Texas Driver's License in good standing. If driving the bus, drivers must have a current Texas CDL Driver's License in good standing with a passenger and air breaks endorsement. A copy of that license will be kept on file in the church office.
3. Be in good physical condition.
4. Complete and pass the Ministry Driver Screening Application. (annually)
5. Complete and pass a criminal background check. (every two years)
6. Have driven with a member of the Transportation Team to prove driving competency in church owned transportation. If driving a bus, the Transportation Team member must have a current CDL with passenger and air breaks endorsement.
7. Watch the training videos provided by our insurance companies. These training videos are available online.

Personal Motor Vehicles

(When transporting minors)

1. Be between the ages of 25-70.
2. Possess a current Texas Driver's License in good standing. A copy of that license will be kept on file in the church office.
3. The driver must possess full coverage insurance. An up-to-date copy of that insurance card will be kept on file in the church office.
4. Be in good physical condition.
5. Complete and pass the Ministry Driver Screening Application. (annually)
6. Complete and pass a criminal background check. (every two years)
7. Watch the training videos provided by our insurance companies. These training videos are available online.

Rental Motor Vehicle

Any time a rental car is used by any person who is covered by our policy, they must use the rental insurance offered by the rental company. In event of a claim, it would not go on our record and may prevent a rise in premiums. (Voted in Church Business Meeting held November 25, 2018.)

**First Baptist Church of Port Neches
Driver Screening Guidelines**

1. Driver's accident/incident experiences must reflect no more than one at-fault accident in the past year, or one at-fault accident and one minor moving traffic violation in the past three years.
2. Drivers must not have had:
 - a. More than one minor moving traffic violation (MTV) in the past year, or two minor MTV's in the past three years; minor includes all violations other than those listed as major in b. or c. below.
 - b. Any major speeding violation in the past two years.
The following are included as major speeding violations:
 - (1) More than 15 MPH over a posted limit of 45 MPH or greater
 - (2) More than 12 MPH over a posted limit of less than 45 MPH
 - c. Any major moving violation in the past three years.
The following are included as major moving traffic violations:
 - (1) Reckless operation
 - (2) Improper passing
 - (3) Driving with known or non-inspected defective equipment
 - d. Any operational-behavioral violations in the last five years.
The following are included as operational-behavioral violations:
 - (1) Driving while license is suspended or revoked
 - (2) Driving under the influence (DUI) or driving while intoxicated (DWI)
 - (3) Leaving the scene of an accident or incident
3. Applicants must be between the ages of 25 and 70 years of age.

**First Baptist Church of Port Neches
Driving Log**

Date	Event	Driver	Starting Mileage	Ending Mileage

First Baptist Church of Port Neches
Incident Report/Maintenance Request Form (Draft)

Incident Report _____

Date of Incident _____

Maintenance Request _____

Vehicle Needing Maintenance Bus _____ Van _____

Name _____

Please use the following space to detail any maintenance request or to report any incident that occurred with church provided transportation. These forms should be turned into the church office as soon as possible.

**First Baptist Church of Port Neches
Passenger List**

(Event Name) _____

Name:
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____

Emergency Phone Number:
1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____

**First Baptist Church of Port Neches
Pre-Trip Inspection Sheet**

Driver: _____ Date: _____

Bus: _____ Van: _____ Event Name: _____

ENGINE COMPARTMENT

Oil level	___OK ___N/Attn.	Coolant level	___OK ___N/Attn.
Power steering fluid	___OK ___N/Attn.	Brake	___OK ___N/Attn.
Battery fluid	___OK ___N/Attn.	Transmission fluid	___OK ___N/Attn.
Windshield washer fluid	___OK ___N/Attn.	Fan belts	___OK ___N/Attn.
Radiator hoses	___OK ___N/Attn.	Power steering hoses	___OK ___N/Attn.
Air conditioning hoses	___OK ___N/Attn.	Wiring insulation	___OK ___N/Attn.

DRIVER'S AREA – ENGINE RUNNING

Engine noise	___OK ___N/Attn.	Instrument gauges	___OK ___N/Attn.
Steering wheel "play"	___OK ___N/Attn.	Accelerator	___OK ___N/Attn.
Shift lever	___OK ___N/Attn.	Horn	___OK ___N/Attn.
Windshield wiper/Washer	___OK ___N/Attn.	Light switches	___OK ___N/Attn.
Air conditioning/Heater	___OK ___N/Attn.	Emergency equipment -	___OK ___N/Attn.
Front	___OK ___N/Attn.	spare fuses, first aid kit,	
Rear	___OK ___N/Attn.	fire extinguisher, reflective	
		Triangles	

LIGHTS – OPERATION AND CLEANING

Low beam	___OK ___N/Attn.	Four-way flashers	___OK ___N/Attn.
High beam	___OK ___N/Attn.	Instrumental panel	___OK ___N/Attn.
Front turn signal	___OK ___N/Attn.	Dome/Courtesy	___OK ___N/Attn.
Rear turn signal	___OK ___N/Attn.	Parking/Clearance lights	___OK ___N/Attn.
		Brake lights	___OK ___N/Attn.
		Passenger door	___OK ___N/Attn.
		Back-up lights	___OK ___N/Attn.
		License plate	___OK ___N/Attn.

GENERAL WALK-AROUND

Overall body condition	___OK ___N/Attn.	Cleanliness - inside/outside	___OK ___N/Attn.
Windshield clean	___OK ___N/Attn.	Rear wheels/lug nuts	___OK ___N/Attn.
Leaks – oil, water, fuel	___OK ___N/Attn.	Rear tires – proper pressure	___OK ___N/Attn.
Rear view mirrors	___OK ___N/Attn.	Front tires/lug nuts	___OK ___N/Attn.
Exhaust system – no leaks	___OK ___N/Attn.	Front tires – proper pressure	___OK ___N/Attn.

PASSENGER AREA

Entry steps secure	___OK ___N/Attn.	Handrails secure	___OK ___N/Attn.
Seats secure	___OK ___N/Attn.	Seat belts	___OK ___N/Attn.
Emergency exits	___OK ___N/Attn.	Roof hatches	___OK ___N/Attn.
Cargo secure	___OK ___N/Attn.		