

TRIAD BAPTIST CHURCH

Transportation Policy

Triad Baptist Church vehicles are ministry resources provided to support church-sponsored activities and events. The safety of our passengers, drivers, and community is our highest priority. All approved drivers and ministry leaders are expected to follow these guidelines.

Driver Requirements

- Drivers must be approved by Triad Baptist Church.
- Drivers must be at least 25 years of age.
- Drivers of vehicles requiring a CDL must maintain the appropriate license and endorsements.
- Approved drivers may be subject to alcohol and drug testing.
- Failure to follow transportation policies may result in removal from the approved driver list.

Trip Planning

- Vehicle reservations must be approved in advance.
- Ministry leaders are responsible for obtaining vehicle keys, fuel cards, and required trip forms before departure and returning them promptly after the trip.
- The sponsoring ministry is responsible for fuel expenses.
- Vehicles must be returned clean
- Vehicles must be returned with a full tank of fuel. (Make sure to top it off before returning.)
- Any fuel or cleaning costs incurred after return may be charged to the sponsoring ministry.

Vehicle Inspections

Drivers are responsible for conducting pre-trip and post-trip inspections and completing all required trip documentation.

Before each trip, drivers should inspect:

- Tires
- Lights
- Fuel level
- Oil level
- Fluid levels
- Windshield and mirrors
- Safety equipment

Vehicles that appear unsafe should not be operated and should be reported immediately.

Driver Responsibilities

Drivers are responsible for:

- Operating vehicles safely and legally.
- Maintaining order and safety on the vehicle.
- Following all traffic laws and regulations.
- Ensuring passengers remain seated when appropriate.
- Reporting accidents, mechanical concerns, or incidents promptly.
- Remaining with passengers and the vehicle in the event of an emergency.

Drivers should never operate a vehicle while distracted or fatigued.

Passenger Safety

- All passengers must follow the instructions of the driver and trip leader.
- Tobacco products, vaping products, alcohol, illegal drugs, and prohibited substances are not permitted in church vehicles.
- Passengers should not distract the driver or engage in unsafe behavior.
- Heads, arms, and objects should remain inside the vehicle at all times.
- Eating and drinking in church vehicles is discouraged and may be restricted by the sponsoring ministry.

Vehicle Operation

- Vehicles must be operated at safe speeds and in accordance with all traffic laws.
- Drivers should use extra caution during inclement weather and may cancel travel if conditions are unsafe.
- Drivers should avoid backing whenever possible. When backing is necessary, a spotter should be used.
- Drivers should not use a handheld cell phone while operating a vehicle.
- Church vehicles may only tow approved church-owned trailers.

Driver Fatigue - *Driver safety is critical.*

- Drivers should not exceed eight (8) hours of continuous driving.
- Drivers should not exceed ten (10) hours of duty time in a day.
- Longer trips should include additional approved drivers.
- Drivers must be provided adequate rest accommodations and sufficient rest between driving periods.

Accidents & Emergencies

In the event of an accident or emergency:

1. Secure the safety of passengers.
2. Contact emergency services if needed.
3. Notify church leadership as soon as possible.
4. Complete all required accident or incident reports.

Insurance and registration information should remain in the vehicle at all times.

Liability & Stewardship

Church vehicles are valuable ministry resources and should be treated with care and respect.

Drivers and ministry leaders are expected to:

- Keep vehicles clean.
- Report maintenance concerns promptly.
- Return vehicles in good condition.
- Follow all transportation policies and procedures.

Final Reminder

Safety is the responsibility of every driver, passenger, and ministry leader.

By using Triad Baptist Church vehicles, drivers agree to follow these guidelines and place the safety of passengers above convenience, schedules, or travel plans.