



## Oak Hills Church Transportation Policies

### Vehicle Requirements

These requirements pertain to all vehicles used for church sponsored transportation including but not limited to church owned vehicles, vehicles provided by OHC staff, parents of participants, volunteers, and/or members, and any leased or commercial vehicles.

- ✦ All vehicles will be in good running order and possess current license plates and vehicle registration, current safety inspection sticker, and passenger restraints as required by Texas law.
- ✦ All vehicles will have insurance coverage as required by Texas law.
- ✦ All vehicles will be multi-passenger. No motorcycles, scooter, or mopeds will be allowed. No vehicle will be allowed to carry more than the passenger capacity as specified by the vehicle manufacturer.
- ✦ Whenever possible buses will be utilized for large trips. Passenger vans may be considered when the ministry effort calls for multiple vehicles. Permission from OHC Executive Minister must be obtained for use of 12-15 passenger vans. Fifteen passenger vans will only be considered when smaller passenger vans are unavailable.

### Qualification of Drivers

- ✦ All drivers transporting minors will be pre-approved volunteers (as qualified by the Child and Youth Protection Policies) or OHC staff. OHC risk management staff will pre-approve all drivers.
- ✦ All drivers will have a current valid Texas driver's license with the classification for the vehicle driven, and be at least 25 years of age (21 years of age for OHC employees).
- ✦ All drivers will be subject to periodic checks of their motor vehicle driving record.

Disqualified drivers: Persons who have been convicted of, placed on regular or deferred adjudicated probation for, received pre-trial diversion for, or pled guilty or nolo contendere to the following offenses: manslaughter, criminally negligent homicide, consumption or possession of alcoholic beverage in a motor vehicle, driving while intoxicated, intoxication assault, intoxication manslaughter or any other intoxicated offense, drug possession or use charge, reckless/dangerous driving, or excessive moving violations defined as nor more than 1 moving violation in any consecutive 12 month period or 3 moving violations in the previous consecutive 36 months will be disqualified to serve as drivers for church sponsored transportation.

### General Rules for All Vehicles

All transportation provided or sponsored by OHC is subject to the procedures herein described. The appropriate OHC staff must approve any deviation, and the concerned parents/legal guardians or custodians will be informed prior to departure.

- ✦ Two adults must be present in each vehicle when minors are transported by OHC provided or sponsored transportation except in the case of a serious emergency situation.
  - In an emergency situation that threatens health or safety a driver may transport one minor in a vehicle without a waiver.
- ✦ Anyone who drives a vehicle, rented or privately owned, for church sponsored transportation must maintain and provide a copy of a valid Texas driver's license, provide proof of insurance, and comply with all OHC transportation policies.
- ✦ **All drivers will obey all traffic laws and require all passengers to wear seatbelts. Studies indicate that 80% of people killed in passenger van accidents were not properly restrained.**
- ✦ Drivers are not to talk on a cell phone or send/read text messages or emails while driving.
- ✦ Drivers are not to operate a vehicle for more than six consecutive hours. Another approved driver must then operate the vehicle for at least two hours before the previous driver may resume driving.
- ✦ Vehicles are not to be operated between 10 pm and 5 am.

- ✦ Vehicles are to maintain a 5 second distance between vehicles.
- ✦ Parent/legal guardian consent must be obtained for every minor transported in a church-sponsored vehicle.

### **Passenger Vans**

- ✦ Check tire inflation daily.
- ✦ Load passengers from front to rear of van.
- ✦ Seat passengers in front of rear axle if van is not filled to capacity.
- ✦ Instruct van drivers to view a designated on-line drivers' safety video.
- ✦ Maximum driving speed not to exceed 65 mph. Further reduce speed as weather and/or road conditions dictate (precipitation, high winds, fog, winding roads, 2 lane roads, type of road surface and quality, heavy traffic).
- ✦ Do not place luggage on the roof.
- ✦ Do not pull a trailer unless preapproved by the Executive Minister.
- ✦ 15 passenger vans:
  - Remove 4<sup>th</sup> row bench seats reducing the maximum number of occupants to 11.
  - Do not place luggage in the back of the van or on the roof.