(POL-TRANSPORT) Church Transportation and Vehicle Use Policy

General Board Approved: May 31, 2026

1. Purpose

The purpose of this policy is to establish safe and responsible procedures for transportation and vehicle use connected to church ministry.

2. Scope

This policy applies to transportation for church-sponsored ministries, events, activities, and trips using church-owned, rented, borrowed, or personal vehicles.

3. Relationship to Driver Approval Policy

All drivers must comply with the Church Driver Approval Policy.

No person may drive for a church-sponsored activity unless approved according to that policy.

4. General Safety Expectations

Drivers and passengers shall follow ordinary safety requirements, including:

- Obeying all traffic laws;
- Wearing seat belts;
- Using age-appropriate child restraints when required;
- Avoiding reckless or distracted driving;
- Avoiding cell phone use while driving except for hands-free navigation or emergencies;
- Never driving under the influence of alcohol, illegal drugs, impairing medication, or any substance that affects safe driving;
- Maintaining appropriate passenger behavior.

5. Passenger Limits

Vehicles shall not carry more passengers than the number of available working seat belts.

Passengers may not ride in cargo areas, truck beds, trailers, or other areas not designed for passengers.

6. Personal Vehicles

Personal vehicles may be used for church ministry only when approved by the General Board.

Drivers using personal vehicles must maintain current automobile insurance as required by law. The vehicle owner's insurance is generally considered primary coverage for the vehicle.

Personal vehicles used for church ministry should be safe, properly registered, and reasonably maintained.

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7. Church-Owned, Rented, or Borrowed Vehicles

Church-owned, rented, or borrowed vehicles may be used only for approved church purposes.

Drivers must comply with rental agreements, insurance requirements, vehicle restrictions, and applicable law.

Any vehicle used for church ministry should be reasonably inspected before use for obvious safety concerns, such as tires, brakes, lights, mirrors, seat belts, and fuel level.

8. Youth Transportation

When transporting minors, drivers and leaders should follow these standards:

- Use approved drivers;
- Avoid one adult transporting one unrelated minor alone except in emergencies or with specific parent/guardian and leadership awareness;
- Use reasonable grouping of passengers;
- Maintain appropriate behavior in the vehicle;
- Communicate departure, destination, and return expectations to parents or guardians;
- Obtain permission slips for major, off-campus, or out-of-town activities.

9. Trip Approval

Church trips requiring transportation should be approved by the appropriate ministry leader and, when appropriate, the General Board.

Approval should consider:

- Destination;
- Drivers;
- Vehicles;
- Supervision;
- Permission slips;
- Emergency contacts;
- Weather and road conditions;
- Insurance or rental requirements;
- Any special risks.

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10. Accidents and Emergencies

In the event of an accident or emergency, the driver or trip leader should:

- Seek medical help if needed;
- Call law enforcement when appropriate or required;
- Ensure passengers are safe;
- Notify the Lead Pastor or designated General Board member as soon as possible;
- Notify parents or guardians when minors are involved;
- Gather necessary information from other drivers, witnesses, and authorities;
- Complete an incident report;
- Cooperate with insurance and legal requirements.

Drivers should not admit legal fault at the scene or make commitments on behalf of the church or insurer.

11. Vehicle Maintenance

Church-owned vehicles, if any, shall be maintained in a safe and responsible condition.

Maintenance records should be kept for church-owned vehicles.

Safety concerns should be reported promptly, and unsafe vehicles should not be used until repaired.

12. Prohibited Uses

Church vehicles or church-approved transportation shall not be used for:

- Personal errands unrelated to church ministry without approval;
- Illegal activity;
- Transporting unauthorized passengers;
- Transporting alcohol, illegal drugs, or weapons except where legally required by law enforcement personnel;
- Any purpose inconsistent with the church's testimony or policies.

13. Review

This policy shall be reviewed periodically by the General Board and may be revised as needed.

2026-05-31