

# Northwest Hills Community Church Vehicle and Transportation Policy and Guidelines

March 10, 2009

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## General Policies

- A. Northwest Hills vehicles are to be used only for Northwest Hills ministries and activities and will not be rented or loaned to other churches or groups.
- B. A master schedule of usage will be kept in the church office. Requests are to be cleared through the Office Manager or Church Administrator.
- C. Leaders of the ministry for which the vehicle is being used are responsible for re-fueling and cleaning after each use.
- D. All drivers of Northwest Hills owned or rented vehicles must:
  - 1. Be 25 years old or older.
  - 2. Hold a valid and current driver license
  - 3. Have NO major traffic offense within the last 36 months. This includes reckless driving, DUI, failing to perform the duties of a driver, driving while suspended, eluding a police officer, felony or misdemeanor driver license revocation or suspension of driving privileges within the last 36 months.
  - 4. Have NO more than three moving traffic violations within the last 36 months.
  - 5. Have NO careless driving convictions within the last 36 months.
  - 6. Have NO Class A moving traffic infractions within the last 36 months.
  - 7. Be approved by Northwest Hills insurance company.
  - 8. Driving records will be checked at time of application and every 3 years thereafter.
- E. All drivers (bus and vans) and passengers in vans must wear seat belts.
- F. Every vehicle shall have a charged cell phone available; however, drivers must not use a cell phone or any other type of personal communication or entertainment device while driving.
- G. All Northwest Hills vehicles shall have annual safety inspections and any deficiencies will be corrected. Safety inspections and service records will be maintained for the life of the vehicle.
- H. Before starting on any trip outside a 50 mile radius, van and auto drivers are responsible for performing a vehicle inspection following the Northwest Hills Van and Auto Inspection Checklist, or have a professional inspection performed within 2 weeks of the trip. Bus drivers are responsible for performing the ODOT required inspection for the church bus for any trip. Any deficiencies must be corrected before the vehicle is used.
- I. Drivers should notify the Church Administrator of any malfunction, maintenance or other safety issue as soon as practical after their discovery.
- J. Northwest Hills will not operate a van with seating capacity greater than 12. Any 15 passenger van owned or used by Northwest Hills shall have the rear seat removed.
- K. Do not overload a passenger van. Luggage racks on top of vans are prohibited. Bike racks are allowed. In general, do not stack luggage or other cargo higher than 30" inside the vehicle. 30" will be clearly marked in Northwest Hills owned vehicles. For heavy items such as, concrete, bricks and canned food, cargo may not be stacked higher than 15" which will also be marked. Exceptions may be made with approval of the Church Administrator when seats are removed and

there are no passengers or for very light cargo such as sleeping bags and pillows.

- L. If a vehicle is transporting children in high school or younger, there must be an adult (21 and over) supervisor in the vehicle in addition to the driver.
- M. Drivers should take frequent breaks and must not drive more than 5 hours without taking at least a 30 minute break and not drive more than 10 hours in any day.
- N. Posted speed limits must be obeyed. Regardless of posted speed, vehicles must not exceed 65 miles per hour.
- O. Volunteers driving their own vehicles for a Northwest Hills' activity must first submit a completed and signed Volunteer Driver Application Form.
- P. Special considerations for transporting children in autos or vans:
  - 1. Infants must ride rear-facing until they reach both one year of age AND twenty pounds.
  - 2. Children must be properly secured in approved child safety seats until they weigh forty pounds.
  - 3. Children who weigh over 40 pounds are to be properly secured in a booster seat until they are age 8 or 4'9" in height. Also children who are age 8 or older or are taller than 4'9" must ride properly secured with the safety belt system.
  - 4. Children under the age of 13 may not ride in the front seat of a vehicle equipped with passenger-side air bags.
- Q. Willful failure to follow this policy will result in loss of driving privileges.

## 2. Training Policies

### A. General

1. All drivers must watch the Northwest Hills driver training videos and pass the driver training test prior to transporting passengers.
2. All drivers must be familiar with and able to perform pre-trip inspections.
3. All drivers must have read and be familiar with the Northwest Hills Vehicle and Transportation Policy and Guidelines.
4. All drivers must be familiar with breakdown and accident procedures.

### B. For Van Drivers

1. All new van drivers must complete a minimum of 1 hours of practice driving after passing the driver training test prior to transporting passengers. Practice driving must include: pre-trip inspection, familiarization with all operating controls, freeway driving, in traffic driving, lane changing and parking.

### C. For Bus Drivers

1. All bus drivers must have a current Class C Commercial Drivers License (or greater) with passenger and air brake endorsements and a current Medical Exam Certificate.
2. A new bus driver candidate must complete a minimum of 8 hours of training to be arranged with an existing Northwest Hills bus driver or a certified trainer.
3. New Northwest Hills bus drivers with an existing CDL and endorsements must complete a one hour practice drive to familiarize themselves with the Northwest Hills bus, prior to transporting passengers.

### 3. Breakdown Procedures

- A. If possible move vehicle off the roadway.
- B. Turn on emergency flashers and raise the hood.
- C. Keep everybody in the vehicle.
- D. Place a warning reflector approximate 10 feet in front of the vehicle Place a second reflector 100 feet behind the vehicle and the third reflector approximately 200 feet behind the vehicle.
- E. Place reflectors on the traffic side of the vehicle if on the shoulder or in the center of the lane you are in if you were unable to make it off the roadway.
- F. Get back in the vehicle and call for help. If you do not have a cell phone, try to flag down a passing vehicle and ask for help or send someone for help.
- G. Stay inside until help arrives.

#### 4. Accident Procedures

- A. Try to remain calm.
- B. Assess the condition of all passengers.
- C. Try to make any injured person as comfortable and warm as possible. Don't move them or attempt first aid unless you have been trained to do so. Talk to them reassuringly and don't leave them alone.
- D. If possible move the vehicle off the roadway.
- E. Call 911 and give your location as accurately as possible. If you do not have a cell phone, try to flag down a passing vehicle and ask for help or send someone for help.
- F. Once help has arrived, obtain the information on the Accident Information Exchange Checklist. Be prepared to provide the same. Try and get any witness contact information. Be sure to cooperate fully with law enforcement personnel, but refer all other questions and requests for information or interviews to church officials.
- G. As soon as practical call a church representative and give them the names of any injured persons and the medical facility where they have or will be taken, so that the church can notify families.
- H. As soon as practical, but not more than 72 hours after the accident, fill out and file an Oregon DMV Accident and Insurance Company Accident report. Submit a copy to the Church Administrator. You may also be asked to provide additional information to Northwest Hills' insurance company.

# NORTHWEST HILLS COMMUNITY CHURCH

## Driver Application Form

3300 NW Walnut Blvd  
Corvallis, OR 97330-3531  
Tel: 541-758-7688

Please complete the following information Use the back side for explanations:

Name:	Age:
Drivers license number	
States you have lived in the last 3 years.	
Traffic citations (moving) during past three years.	
Accidents during past three years	
Years driving type of vehicle you will use or other applicable prior experience. Briefly describe your prior experience.	

All drivers must meet the following minimum driver requirements:

1. Passed the driver training test. Please enter date passed: \_\_\_\_\_
2. Be 25 years or older.
3. Hold a valid and current driver license. Bus drivers must possess a current Commercial license with passenger and air brake endorsements and current medical exam certificate. Please attach a copy of both sides of your driver's license (preferably on one side of a single sheet of paper - the church office can do this for you).
4. Have NO major traffic offense within the last 36 months. This includes reckless driving, DUI, failing to perform the duties of a driver, driving while suspended, eluding a police officer, felony or misdemeanor driver license revocation or suspension of driving privileges within the last 36 months.
5. Have NO more than three moving traffic violations within the last 36 months.
6. Have NO careless driving convictions within the last 36 months.
7. Have NO Class A moving traffic infractions within the last 36 months.

I certify that the above information is complete and accurate and that I meet the above driving requirements and give permission for Northwest Hills to check my driving record and that I have read the Northwest Hills Vehicle and Transportation Policy and Guidelines and will follow it to the best of my ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **NORTHWEST HILLS COMMUNITY CHURCH**

## **Volunteer Driver Application Form For volunteers driving their own vehicle**

Name:	Age:
Drivers license number	

### **PLEASE READ THE FOLLOWING INFORMATION CAREFULLY:**

Northwest Hills Community Church is very appreciative of the substantial contribution made by parents, staff, and other persons who assist in Northwest Hills' sponsored activities. It is our desire that these activities are safe and as free from hazard or injury as possible.

### **Driver Qualifications**

- Hold a valid and current driver license.
- Be 21 years old or older if driving children or students under the age of 18.
- Have NO major traffic offense within the last 36 months. This includes reckless driving, DUI, failing to perform the duties of a driver, driving while suspended, eluding a police officer, felony or misdemeanor driver license revocation or suspension of driving privileges within the last 36 months.
- Have NO more than three moving traffic violations within the last 36 months.
- Have NO careless driving convictions within the last 36 months.

### **DRIVER RESPONSIBILITIES**

- You are responsible for maintaining your vehicle in a safe condition during the term of this activity.
- You are responsible for driving in a safe manner, observing all speed limits and abiding by all traffic laws to the best of your ability.
- You are responsible for providing the equipment necessary to ensure safe transportation for all riders in your vehicle. (i.e. seat belts for each student transported, tire chains, etc.)
- You will abide by ORS 811.210 and 811.215. This statute requires: infants to ride rear-facing until they reach both one year of age AND twenty pounds, children under forty pounds to be properly secured in approved child safety seats and children who weigh over 40 pounds to be properly secured in a booster seat until they are age 8 or 4'9" in height. Also children who are age 8 or older or are taller than 4'9" must ride properly secured with a safety belt system.
- You are responsible for proper installation of booster and child safety seats in your vehicle.
- You are responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.

### **INSURANCE**

Northwest Hills Community Church's insurance does not provide primary automobile liability or physical damage insurance coverage to volunteers who use their own vehicles for Northwest Hills' activities.

As a driver providing your own vehicle, liability will fall first against the vehicle and/or drivers insurance. You are required to carry valid automobile liability insurance covering bodily injury and property damage. The current state required minimum automobile liability insurance is \$25,000 per person/\$50,000 per accident for bodily injury and \$10,000 per accident for property damage or a combined single limit of \$100,000 per accident. Failure to have valid automobile liability insurance is a Class D traffic infraction against the driver of the vehicle.

Northwest Hills Community Church does not accept liability for bodily injury or property damage arising from your negligence while you are driving your own vehicle for a Northwest Hills' sponsored activity.



Northwest Hills Community Church does carry excess automobile liability for volunteers. This will provide coverage for liability over your own personal automobile coverage if you are using your personally owned vehicle while participating in a Northwest Hills' activity. Physical damage to your personal vehicle is not covered under Northwest Hills Community Church coverage and it is the responsibility of you and/or your personal insurance company.

**Acknowledgments and Signature**

As a volunteer driver providing my own vehicle, I certify that the above supplied information is complete and accurate and I hereby acknowledge that I have read and understand the information provided on this form. I accept and agree to the responsibilities as stated above and certify that to the best of my knowledge I meet the above driver qualifications and if at anytime I fail to meet those qualifications I will notify the Church Administrator and cease driving for any Northwest Hills' activity.

I can transport \_\_\_\_\_ students in seatbelts and/or \_\_\_\_\_ students in booster seats

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**This application is valid from the date of signing to the end of the current fiscal year.**

# **NORTHWEST HILLS COMMUNITY CHURCH**

## **Van and Auto Pre-trip Inspection Check List**

- Look underneath the vehicle checking for fluid leaks and loose parts.
- Make sure the tail pipe extends beyond the end or side of the vehicle.
- Check tires for minimum tread (using the penny test as illustrated in the training video), sidewall cracks, punctures, bulging or any other unusual condition.
- Check tires for proper pressure using the supplied tire pressure gauge.
  - Ford Van – Front 55 psi cold
  - Ford Van – Rear 80 psi cold
  - Dodge Van – Front 55 psi cold
  - Dodge Van – Rear 80 psi cold
- Check coolant and oil levels.
- Start the engine and listen for unusual noises.
- Check all gauges and warning lights.
- Check wipers, heater, defroster and vents.
- Apply brakes and shift into drive and insure that brake holds.
- Apply parking brake and shift into drive and insure parking brake holds.
- Check head lights, tail lights, brake lights and directional lights
- Adjust mirrors.
- Insure that vehicle registration, proof of insurance and accident procedures and report are present and accessible.
- Insure that a first aid kit, fire extinguisher, safety reflectors, jumper cables, traction chains and tool kit are present and accessible.

***NORTHWEST HILLS COMMUNITY CHURCH***  
**Vehicle Equipment Check List**

Each Northwest Hills vehicle shall be equipped with and have available the following:

- Vehicle Registration
- Proof of Insurance
- Vehicle Inspection Check List
- Breakdown and Accident procedures
- Accident Information Exchange Checklist
- Accident report form
- Emergency contact information
- Fire extinguisher
- Safety reflectors
- First aid kit
- Jumper cables
- Traction chains
- Tire pressure gauge
- Tire depth gauge or penny
- Flashlight
- Tool Kit

## Accident Information Exchange Checklist

Reportable Accidents: Accidents must be reported to DMV when: 1) a driver's vehicle has greater than \$1500 in damage; 2) there is bodily injury or death; 3) any vehicle is towed from the scene of the accident due to damages resulting from the accident and damage to any vehicle involved in the accident is greater than \$1500; 4) there is property damage, other than a vehicle, greater than \$1500.

### Other Driver Information:

Name \_\_\_\_\_ Drivers License No. \_\_\_\_\_  
Address \_\_\_\_\_ State \_\_\_\_\_  
Phone No. \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Insurance Co. Name \_\_\_\_\_ Policy No. \_\_\_\_\_  
License Plate No. \_\_\_\_\_ State \_\_\_\_\_ Make \_\_\_\_\_  
Year \_\_\_\_\_ Vin No. \_\_\_\_\_  
Model \_\_\_\_\_  
Vehicle Owners Name  
\_\_\_\_\_  
(If different than driver)

Address \_\_\_\_\_ Phone No. \_\_\_\_\_

### Passenger Information:

Name \_\_\_\_\_  
Address \_\_\_\_\_ Name \_\_\_\_\_  
Phone No. \_\_\_\_\_ Address \_\_\_\_\_  
Phone No. \_\_\_\_\_

### Witness Information:

Name \_\_\_\_\_ Name \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_  
Phone No. \_\_\_\_\_ Phone No. \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone No. \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_

