

# Transportation Policy

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## DRIVER QUALIFICATIONS

- A copy of this document should be retained by the driver while providing transportation during the UCUMC sponsored event as it contains important account, safety and contact information.
- To become a UCUMC volunteer driver, an individual must qualify annually by completing this form, reviewing the driver's education DVD, passing the DVD exam, and submitting this information with a copy of your valid NC driver's license to the UCUMC Facilities Manager.
- Drivers must have personal automobile insurance.
- When transporting non-family members for a UCUMC sponsored event in a personal vehicle, UCUMC strongly recommends that the driver have minimum automobile insurance coverage of \$100,000 per person and \$300,000 per accident with a \$1,000,000 umbrella.
- Drivers transporting children or youth may be required to give permission for a background check.
- Drivers with more than one moving violation in the past three years or who have been convicted of more serious offenses during this period (e.g. reckless driving, DUI, etc.) are not authorized to drive UCUMC owned or rented vehicles.

## GENERAL INFORMATION

- The UCUMC owned or rented vehicles must only be used for UCUMC sanctioned activities.
- Drivers of UCUMC owned vehicles are covered under UCUMC auto insurance.
- When renting a vehicle for a UCUMC sponsored event, drivers should decline the rental company insurance and sign the rental agree with their name followed by “, UCUMC.” They will then be covered under UCUMC auto insurance.
- When renting a vehicle, the driver must use a UCUMC rental car company and account number (Avis – # Q168326 or Carolina Rent a Car – under University City United Methodist Church).
- UCUMC owned or rented vehicles must be returned with a full tank of gas.
- All receipts must be submitted with the proper forms to the UCUMC Finance Department for reimbursement. (704-369-8021) Please allow 2 weeks to process.

## SAFETY REQUIREMENTS

The following safety rules must be adhered to when providing transportation for UCUMC sponsored events in church owned/rented and private vehicles.

- The driver should know the location of the final destination and plan the route, stops, and special needs of passengers.

If vehicles are in a caravan, each driver should have the same information.

- Drivers should be relieved or take a 15 minute break every 2 hours.
- Drivers may not be under the influence of prescription or over-the-counter drugs which may cause drowsiness or otherwise interfere with their safe operation of the vehicle.
- The driver should have a cell phone available in case of an emergency.
- The driver may not use a cellular phone while driving.
- Seatbelts must be worn by all persons at all times while in the vehicle.
- Use child seats when required by law.
- Keep objects and body parts inside the vehicle at all times.
- Keep order and discipline in the vehicle at all times – no horseplay allowed.
- Alcoholic beverages, drugs, and tobacco are prohibited in the vehicle.
- All windows must be clear from obstruction so as not to impair the driver's view.
- When transporting children or youth, an adult assistant must be present and the UCUMC Child Safety policy followed.
- All vehicles used must have a valid state safety inspection.

## **VEHICLE COLLISION**

If you are in an accident, please follow these guidelines;

- Stop immediately to investigate.
- Turn on vehicle's flashing hazard lights.
- Pull off to the side of the road if possible to avoid further injury. If the vehicle cannot be moved, place emergency flags or flares 100 – 200 feet to the rear of the vehicle.
- Get all passengers off the road – and away from the vehicle (Not in front of

the vehicle!) All persons should exit the vehicle on the sidewalk or shoulder side and never on the traffic side.

- Aid the injured and see that they receive medical attention as soon as possible.
- Do not attempt to move the injured person(s) unless they are in immediate physical danger. If you are trained in first aid, administer first aid. While tending to the injured person(s), send someone to call for help.
- Contact emergency medical personnel as applicable by dialing 911.
- In all cases, contact the local Police department (dial 311 in North Carolina) and wait for their arrival. The police must be called so that an accident report can be filed for insurance coverage. If there is no report, there is no coverage.
- Locate witnesses and obtain their contact information.
- Exchange contact and insurance information with other drivers.
- Notify the UCUMC Ministry leader, your family, and the families of other passenger(s) involved in the accident.
- If driving a personal vehicle, notify your insurance carrier within 24 hours.
- In all cases, notify the UCUMC Facilities Manager (704-369-8019) within 24 hours and provide a copy of the Accident Report.
- Do not admit fault to other parties and only give information pertaining to the accident to the police, UCUMC representatives, and vehicle rental company (if applicable).

## **DISABLED VEHICLE**

Should your vehicle “break down” or fail to operate properly, please follow these guidelines;

- Stop immediately to investigate.
- Turn on vehicle flashing hazard lights.

- Pull off to the side of the road if possible to avoid further injury. If the vehicle cannot be moved and if so equipped, place emergency flags or flares 100 – 200 feet to the rear of the vehicle.
- Get all passengers off the road – and away from the vehicle (Not in front of the vehicle!) All persons should exit the vehicle on the sidewalk or shoulder side and never on the traffic side.
- If you need immediate help – use your cell phone and dial 311, “\* HP” for NC highway patrol, or dial 911.
- If using a **UCUMC owned vehicle**, contact the UCUMC Facilities Manager at 704-369-8022 during normal business hours or at 704-907-9460 if after hours.
- If using a **rented vehicle**, contact the rental car company to resolve and then notify UCUMC Facilities Manager, during normal business hours at 704-369-8022 to make him aware of the resolved issue.
- The driver of the vehicle or the sponsor of the trip will be responsible to arrange transportation to get the passengers to their destination or to return to UCUMC.

I have read, understand, and will comply with the requirements and guidelines as set forth in the Driver Qualifications, General Information, Safety Requirements, Vehicle Collision, and Disabled Vehicle information listed above. Violations of these rules may result in early termination of the trip or the removal of a participant. Safety is my primary goal for this trip. I have been provided with a copy of this Transportation Policy.

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**PERMISSION TO OBTAIN DRIVER INFORMATION**

My signature on this form gives University City United Methodist Church (UCUMC) permission to retain my driver’s license information and to obtain a copy of my Motor Vehicle Report (MVR). I understand that this information is private and that it will be treated confidentially on the part of UCUMC. I further understand that driving for UCUMC sponsored events is a privilege, not a right, and that the UCUMC Facilities Manager, Business Administrator, or Trustees have the right to prohibit me from driving participants to and from such events without providing just cause or reason.

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Witnessed by Facility Manager, Business Administrator, or Trustees Committee Member;**

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_