

Book: Poplar Springs Baptist Church Policy Manual  
Section 2000 General Church Policies  
Title Vehicles and Transportation  
Number 2450  
Authority Article V Section 1 of the Church By-Laws  
NC Department of Motor Vehicles, Division of Public Safety  
FMCSA (Federal Motor Carrier Safety Administration)  
Church Insurance Provider regulations  
Adopted August 13, 2014

Section 1 Purpose

Poplar Springs Baptist Church must follow the laws of NC as outlined by the NC Department of Motor Vehicles, Division of Public Safety. Poplar Springs Baptist Church must abide by regulations of FMCSA (Federal Motor Carrier Safety Administration). Poplar Springs Baptist Church must abide by regulations and rules of the church insurance provider.

Section 2 Drivers

No person under the age of 24 may operate a church bus or van.

A valid NC driver's license is required to operate the church van.

A valid NC CDL license, Class B with passenger endorsement, or Class S with passenger endorsement is required to operate the church bus. A Class S only license without the Class B is a school bus license only and is valid for the church bus only within North Carolina; it is invalid in any other state.

Drivers who are licensed and approved to operate the church bus must also have (1) a current DMV medical card, (2) must have a completed "Driver Qualification File" from the Federal Motor Carrier Safety Administration on file in the church office, and (3) must have passed an initial drug and alcohol test, and (4) must submit to random drug testing. The church will bear the expense of the medical exam and the drug testing program for each approved driver. There is no charge for completing the "Driver Qualification File."

Every driver of any church vehicle must be listed on the church's insurance policy in the office of the insurance provider. It takes approximately one week to complete the paperwork and get a new driver listed on the policy. There are no exceptions to this rule,

as this would put the unlisted driver and the church at great financial risk in the event of an accident.

A list of approved and insurance drivers will be maintained in the church office. A driver on this list must check out keys to the vehicle and the garage from the church office. Vehicle keys will not be checked out to any person not on the list.

Drivers must not be paid, or in any way remunerated, for driving the vehicles. To do so would place the church subject to “chartering” or “for hire” regulations. These DMV regulations are far more complicated and the insurance requirements are far more expensive.

### Section 3 Vehicle Maintenance and Fueling

The Transportation Committee is responsible to seeing that all church vehicles are maintained and serviced, including all required inspections, according to state and federal regulations and in keeping with manufacturer’s suggested maintenance schedules.

The Transportation Committee is responsible for ensuring that vehicles are fueled for use.

The Transportation Committee is responsible for ensuring that all equipment and safety accessories are operational at all times.

The Transportation Committee is responsible for ensuring that the church bus must, at all times, display a NC fuel tax decal, a Federal Safety Inspection sticker, and a USDOT number decal.

### Section 4 Loaning Church Vehicles

Under no circumstances may the church vehicles be loaned to any individual or organization, including other churches. Our insurance company would not cover an accident involving our vehicle if it were loaned to another individual or group. Poplar Springs Baptist Church would be placed at significant liability.

Under no circumstances may Poplar Springs Baptist Church borrow or rent a vehicle from another church or organization.

Poplar Springs Baptist Church may rent a vehicle from a licensed commercial vehicle rental business.

Poplar Springs Baptist Church may charter a vehicle from a licensed charter company.

#### Section 5 Vehicle Cleaning

Each group using a church vehicle is responsible for cleaning the interior of the vehicle at the end of their trip.

#### Section 6 Use of Personal Vehicles for Church Functions

When a church member uses their personal vehicle to transport passengers for church functions, their personal liability insurance is the Primary insurer in the event of an accident. However, the church maintains liability insurance for all church functions and would act as the Secondary insurer in the event that a claim(s) exceeds the limits of the individual's policy.

#### Section 7 Transportation of Non-Church Members

Poplar Springs Baptist Church may use its vehicles, either bus or van, to transport non-members of the congregation under the following guidelines:

- (a) The vehicle is used in an event sponsored or jointly sponsored by Poplar Springs Baptist Church. This would include, but is not limited to, associational mission trips, joint church events, Convention sponsored events, and youth or children events.
- (b) No individual is charged to ride the vehicle, or is helping to cover any fuel or transportation costs. To do so would place the church subject to "chartering" or "for hire" regulations. These DMV regulations are far more complicated and the insurance requirements are far more expensive.
- (c) Any non-member operating a vehicle owned by Poplar Springs Baptist Church must meet all of the same requirements described in section 2 of this policy.
- (d) Members of Poplar Springs Baptist Church may be transported on another church's vehicle provided that the other church is a joint sponsor of the event and provided that the other church acknowledges the insurance expectations described in Section 6 of this policy apply.

#### Section 8 Operating Vehicles that do not belong to Poplar Springs Baptist Church

Members of Poplar Springs Baptist Church are generous and gracious and will occasionally act as a driver for another church. Poplar Springs Baptist Church strongly advises our drivers who are performing such activity to see written documentation from the sponsoring church that lists them on their church insurance policy and ensures that they meet all the same requirements that the other church, their insurance company, and the law require.