

# Knox Presbyterian Church

## Transportation Safety Procedures

Knox Presbyterian Church owns one 15-passenger van and one mini-bus. These vehicles are available for **Knox events only**. Before events are scheduled, availability of church transportation must be checked with the Office Manager, Verna Hinman [734-761-5669].

### **I. Driver Qualifications**

- Must be at least 21 years old. (No exceptions);
- Complete the “Driving History Check Authorization” and “Criminal History Check Authorization” forms

### **II. Driver Responsibilities**

- A. Explain vehicle rules to passengers:
- Seat belts required;
  - Remain seated during travel;
  - Do not throw anything out of windows;
  - Do not lean out of windows, (no arms, etc. out of windows);
  - Use trash bags in vehicle;
  - Doors must be locked during travel;
  - When the vehicle stops, passengers should remain seated until the driver gives verbal permission to exit the vehicle.
- B. When transporting children in the elementary program or younger, an adult supervisor at least 21 years old (other than the driver) must be present in the vehicle.
- C. Take a complete count of each person in your vehicle, including yourself, before starting a trip. You will need to make a recheck count before leaving each stop during the trip.
- D. Driving will be in standard caravan style:
- Single file line;
  - Headlights on;
  - Traveling the speed limit;
  - Keep the vehicle directly behind you in view at all times. We only travel as fast as the last vehicle in the caravan.
  - In case of emergency, call the lead van immediately. If you cannot reach via cell phone, flash your high beams at van in front of you. Pull over, when safe, to the right. Do not allow anyone to leave vehicle unless vehicle is unsafe.
- E. In case of emergency or if you get lost, stay in one location and call your designated contact number (please prearrange with your group before leaving who the designated contact will be!).
- F. Each vehicle also has current registration and proof of insurance. In the van, these are kept in the carry pouch attached to the driver’s side overhead visor; in the bus they are in the overhead storage compartment at the front.