

Transportation Policy

Revised November 2009

The following is the transportation policy of Family Life Assembly of God Katy, TX (“the church”) regarding the transportation of individuals to a church sponsored and approved trip/event/activity off of the campus of Family Life Assembly of God.

Chartering Transportation

Any transportation chartered to transport individuals for a church sponsored and approved trip/event/activity must comply with the following policies:

1. The church will only charter buses that are licensed by the ICC to sell interstate transportation of people.
2. The church will secure indemnification from the bus company for all liabilities resulting from their transportation.
3. The church will verify that the bus company’s insurance is in effect at the time of the trip/event/activity.
4. The church will check with the ICC for any complaints that have been filed about the bus company.
5. The church will verify with the state transportation authorities that the bus company has all necessary permits to operate in the state.
6. The church will review the age and condition of the bus(es) that the bus company proposes to use on the trip.

Church Owned Vehicles

At the writing of this policy Family Life Assembly of God does not own any vehicle(s) that could be used to transport any member, attendee, or their minor children.

Driving Personal Vehicles

Drivers who are transporting individuals for a church sponsored and approved trip/event/activity in their own personal vehicles must comply with the following:

1. All drivers must have a copy of their driver’s license and valid car insurance card on file at the church office. All documents must be valid at time of driving.
2. The church will acquire and review the driving records of all drivers. These records will be reviewed at least annually. Any driver that has been convicted of 2 or more moving violations within a 12 month period will not be allowed to transport minors to church sponsored and approved activities.
3. All drivers must be at least 25 years of age.
4. All drivers are prohibited from using cellular telephones while the vehicle is moving.
5. All drivers are required to obey all traffic laws at all times.
6. All vehicle occupants are required to wear seat belts at all times
7. No vehicle can transport more occupants than the number of seat belts available in the vehicle.
8. Any child younger than 8 years old and less than 4’9” tall is required to use a child or booster seat. This seat may not be installed in the front passenger seat. All car/booster seats must be installed per manufacturers recommendations.

9. All drivers must sign a copy of this transportation policy indicating that they have reviewed the policy in its entirety and agree to abide by it. The signed copy must be left in the church office prior to the trip/event/activity.

Emergency Plan

In case of an emergency during the transportation of individuals for a church sponsored and approved trip/event/activity, the following plan should be followed:

1. Contact appropriate emergency personnel to provide necessary medical treatment.
2. The trip/event/activity leadership should contact the Senior or Executive Pastor with details of the situation.
3. The Senior or Executive Pastor should contact the next of kin, parent, or guardian to advise of the emergency.
4. All media inquiries should be responded to by the Senior or Executive Pastor only.

Impromptu Youth Trips/Events/Activities

The church prohibits the youth leadership from organizing trips/events/activities after church activities (such as after a church service) where it is likely that the youth will be riding with others. All trips/events/activities that require transportation of minors off of the campus of the church must have prior approval (which includes the proper release forms) by the church office.

Release Forms

All church sponsored and approved trips/events/activities that require the transportation of individuals will require the trip/event/activity leadership to keep in their possession at all times the following completed forms:

1. Trip/Event/Activity Permission and Release Form (minors only)
2. Medical Release Form (minors only)
3. Emergency Information (adults only)

Copies of all forms should be turned into the church office prior to the trip/event/activity.

Rental Vehicles

The church may from time to time deem it necessary to rent vehicles to use to transport individuals for a church sponsored and approved trip/event/activity off of the campus of the church. In such cases all drivers must comply with the following:

1. The church will maintain both liability and physical property damage insurance. It will therefore not be necessary to purchase optional insurance coverage when renting a vehicle.
2. Any vehicle rented must have the pre-approval of the Senior Pastor or Executive Pastor.

All drivers must have a copy of their driver's license and valid car insurance card on file at the church office. All documents must be valid at time of driving.

3. The church will acquire and review the driving records of all drivers. These records will be reviewed at least annually. Any driver that has 2 or more moving violations within a 12 month period will not be allowed to transport minors to church sponsored and approved activities.
4. All drivers must be at least 25 years of age.
5. All drivers are prohibited from using cellular telephones while the vehicle is moving.
6. All drivers are required to obey all traffic laws at all times.
7. All vehicle occupants are required to wear seat belts at all times
8. No vehicle can transport more occupants than the number of seat belts available in the vehicle.
9. Any child younger than 8 years old and less than 4'9" tall is required to use a child or booster seat. All car or booster seats must be installed per manufacturer's recommendations.
10. All drivers must sign a copy of this transportation policy indicating that they have reviewed the policy in its entirety and agree to abide by it.

I have read the above Transportation Policy in its entirety and agree to adhere to all requirements.

Signature

Date