

LBC Transportation Policy

Driver Rules & Regulations

Driver: _____

Phone: _____

License #: _____

Expiration Date: _____

I. Driver Requirements

Anyone who drives a ministry-owned, leased, or rented vehicle must meet the requirements below, be on file as a qualified driver in the church office, and be pre-approved by the Transportation Committee.

Qualifications required by the Transportation Committee are as follows:

- (1) Must be at least 21 years of age.
- (2) Must have a current valid GA driver's license on file in the church office.
- (3) Must have a signed copy of the Ministry Driver Screening in the church office.
- (4) Must have a good driving record as specified by the Transportation Committee. You may not have more than one moving violation in the past 36 months or have any reckless driving or DUI violations. Re-evaluation of your driving status will occur annually.
- (5) Must have a statement signed by the Transportation Committee that you have passed the LBC road test.
- (6) Must be an active member of Lizella Baptist Church.

No one will be allowed to drive ministry owned, leased, or rented vehicles without being pre-approved by the Transportation Committee and on the "Approved Drivers List".

The Transportation Committee has the authority to refuse anyone the right to drive a ministry owned, leased, or rented vehicle based upon driving record, driving experience, or misuse of a vehicle.

Each applicant must pass a road test given by a member of the Transportation Committee, as well as adequately demonstrate his or her knowledge, including emergency procedures and general maintenance of the vehicle they will be driving.

Ministry vehicles may only be used for LBC church-related events. Personal use of ministry vehicles is prohibited except by express written consent from the Transportation Committee for such needs as emergency, disaster, or benevolence.

Each driver of any ministry owned, leased, or rented vehicle is responsible to ensure it is in proper visual working order. It is necessary to complete the Pre-Trip Checklist every time you drive the bus. At any time there is negligence on the driver's part (ie, damage to an engine as a result of neglecting to check the oil, driving while the engine is overheated, etc) the driver will be subject to a review and could lose driving privilege. The Pre-Trip Checklist will be received each time the keys are checked out from the church and must be returned completed when keys are returned.

If any driver receives a traffic citation for any reason other than mechanical failure during operation, the driver will be responsible to pay all charges for the citation.

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All accidents must be reported to the church immediately (478) 935-8632. Also, the driver must come to the church office to fill out an accident report form within 24 hours. Accidents occurring on a weekend must be reported on Monday. Failure to report accidents may result in loss of driving privilege as decided by the Transportation Committee.

It is necessary that all vehicles be parked in such a way that they can be driven forward from the space in order to avoid accidents. Any driver who is found to be negligent, abusive, or at fault in any accident may be responsible to pay the \$500 deductible for any repairs needed. If determined necessary by the Transportation Committee, any driver who is negligent or violates vehicle policy may be removed from the "Approved Drivers List".

The Transportation Committee has the authority to dismiss drivers at any time with a valid reason and a majority vote from the Committee.

II. Vehicle Rules and Regulations

1. No horseplay in the vehicle, or abuse of the vehicle in any way.
2. The vehicle will be returned clean and filled with gas after every trip.
3. All traffic laws and speed limits will be followed at all times.
4. Drive safely at all times; you are transporting God's special cargo.
5. All paperwork must be filled out completely and returned promptly with keys to the church office.

III. LBC Driving Test

The signature below confirms that _____ (Applicant Name) has successfully passed the LBC Driving Test as verified by _____ (LBC Transportation Committee Representative) on _____, 20 ____ (Date).

I have read, understood, and agree to adhere to all the Driving Requirements and Rules presented above in order that I may be considered as a qualified driver for Lizella Baptist Church vehicles.

Signature:

Date:
