
TRANSPORTATION TEAM

Newington Baptist Church Transportation Policy & Procedures

Article 5 - Board of Directors Section 3-4: To establish governing principles, policies, and determining practices for the Church, including the creation and/or approval and maintenance of policies and procedure manuals, which will contain all controlling policies and procedures governing any and all aspects of the Church's affairs, including, but not limited to, committee task descriptions and policies regarding the handling of funds, use of facilities, and employment policies and practices;

Article 10 Section 1 Church Operation Manual: The Policies and Procedures Manual of Newington Baptist Church will provide more specific and detailed information on how NBC will operate beyond what is covered in the Constitution and Bylaws. The purpose of the Policies and Procedures Manual is to define orderly functional processes, and to protect the Church from financial, criminal, civil, and reputational risks. This Manual should include policies for all Ministries that require particular attention to detail in their processes to reduce risk or increase accountability. The manual will be maintained by the Church Administrative Assistant on the church website and other cloud storage.

Year:	B.O.D. Signature:	Date of Review:
2020	Doug Hull	6/21/2020
2021	No Review due to COVID	
2022	Stan Ward	3/21/2022
2023	Doug Hull	3/16/2023
2024	Doug Hull	3/21/2024
2025	Doug Hull	5/13/2025

Policy and Procedures Established 2019
NEWINGTON BAPTIST CHURCH
6169 Main Street, Gloucester, Va. 23061

Newington Baptist Church Private Owned Vehicle Transportation Policies and Procedures

Purpose: Policy and Procedures for using private owned vehicles for Newington Baptist Church (NBC) church trips and other church related activities.

Usage: Private Owned Vehicles (POV) can be used for all church functions and all drivers will be approved by the Pastor or Transportation Team. All drivers and passengers should strive to conduct themselves in a way that honors God and reflects biblical conduct and principles.

Responsibilities: The Newington Baptist Church, Board of Directors, is responsible for implementation and review of all transportation policies and procedures for the use of POV for church transportation.

Trip Authorization:

All church trips/activities requiring the use of POV drivers will submit in writing a trip request form prior to the trip for trip approval by the Pastor (**See Attachment Number One**).

Authorized Drivers Requirements:

All POV drivers must be members of Newington Baptist Church and must be at least 21 years of age. Before being permitted to drive a personal vehicle on behalf of Newington Baptist Church each driver must accept and comply with Newington Baptist Church policies and procedures as well as any directions provided by Newington Baptist Church Pastor, Transportation Team, or trip representative.

All drivers must provide evidence of their status as a licensed driver in the state of Virginia and agree to provide proof of their Virginia Driving Record to Newington Baptist Church Transportation team NLT January 31 of each year or upon request. These can be obtained online by going to www.dmv.virginia.gov, Driver/ID Services and clicking on Record Request. If their driving record changes during the year, the driver must give the Newington Baptist Church Administrative Assistant the updated copy and understand this may change their ability to provide Newington Baptist Church transportation needs. All drivers will notify Newington Baptist Church Pastor and Transportation Team representative of any traffic citations received even if given while driving on their personal time. All driving records will be filed in a locked filing cabinet in the church office.

All drivers will maintain adequate personal auto insurance and will provide a copy of their Declarations page that states that they have liability limits of at least 100K per person/ 300K per Accident and 100K Property Damage. All drivers understand that Newington Baptist Church does not furnish any insurance for the protection of its volunteer drivers for any claim or suit that may be made against its volunteer drivers arising out of the operation of a personally owned vehicle; nor is any insurance provided by Newington Baptist Church to repair damage that may occur to a personally owned vehicle. All drivers will acknowledge that they understand that as a volunteer driver, their personal auto insurance will be the

policy responsible for any accidents or incidents that involve its vehicle, including those that occur while they are serving as a volunteer driver for Newington Baptist Church.

Use of POV's for church trips can be reimbursed if requested by the driver at the current GSA mileage reimbursement rate for actual miles driven which is designed to cover gas, oil, and fixed costs such as insurance and depreciation or by original receipt for fuel purchased (if mileage is not claimed. Tolls and parking fees can be reimbursed also. Reimbursement monies will be used from the church's Transportation account.

All drivers will comply with all laws and regulations concerning driving, including laws pertaining to the use of seat belts, child safety seats, cell phone use, maintaining proper distance between vehicles, and speed limits. All drivers will refrain from using their cell phone while driving, even with a hands-free device.

All drivers will not, under any circumstances, attempt to keep a specific time of arrival by breaking traffic laws or driving in an unsafe manner. If following posted speed limits will make the driver late, all drivers will stop somewhere in a safe area and call a Newington Baptist Church trip representative to let them know of the new arrival time. All drivers will promptly notify Newington Baptist Church trip representatives of any physical conditions, vehicle defects, or road conditions that might affect the safety or the safety of the passengers.

If involved in an accident, all drivers agree to complete all accident reports and to cooperate with the police.

All drivers will fill-out and sign Newington Baptist Church Volunteer Driver Waiver & Release of Liability Form (**See Attachment Number Two**) and submit it to the Pastor or Transportation Team representative. All drivers will not allow any unauthorized person to be a passenger in or to drive the vehicle listed unless that other driver has also been approved as a driver and has completed a Volunteer Driver Waiver & Release of Liability Form.

All drivers agree to indemnify Newington Baptist Church against all claims, losses, damages, and expenses, including legal fees, which Newington Baptist Church may incur because of the use of their vehicle on behalf of Newington Baptist Church.

Newington Baptist Church Passenger Van Rental Vehicle Transportation Policies and Procedures

Newington Baptist Church Rental of Passenger Van Policy and Procedures

Purpose: Policy and Procedures for using rental vans for Newington Baptist Church (NBC) church trips and other church related activities.

Usage: Rental vans can be used for all church functions and all drivers will be approved by the Pastor or Transportation Team. All drivers and passengers should strive to conduct themselves in a way that honors God and reflects biblical conduct and principles.

Responsibilities: The Newington Board of Directors, is responsible for implementation and review of all transportation policies and procedures for the use of rental vans as church transportation.

Trip Authorization:

All church trips/activities requiring the use of rental vans will submit in writing a trip request form prior to the trip for approval by the Pastor or Transportation Team representative. **(See Attachment Number One).**

Authorized Drivers Requirements:

All drivers must be members of Newington Baptist Church and must be at least 21 years of age. Before being permitted to drive a rental van on behalf of Newington Baptist Church. Each driver must accept and comply with Newington Baptist Church policies and procedures as well as any directions provided by Newington Baptist Church Pastor, Transportation Team, or trip representative.

All drivers must provide evidence of their status as a licensed driver in the state of Virginia and agree to provide proof of their Virginia Driving Record to Newington Baptist Church Transportation team NLT January 31 of each year or upon request. These can be obtained online by going to www.dmv.virginia.gov, Driver/ID Services and clicking on Record Request. If their driving record changes during the year, the driver must give the Newington Baptist Church Administrative Assistant the updated copy and understand this may change their ability to provide Newington Baptist Church transportation needs. All drivers will notify Newington Baptist Church trip representatives of any traffic citations received even if given while driving on their personal time. All driving records will be filed in a locked file cabinet in the church office.

All drivers will maintain adequate personal auto insurance and will provide a copy of their Declarations page that states that they have liability limits of at least 100K per person/ 300K per Accident and 100K Property Damage. All drivers understand that Newington Baptist Church does not furnish any insurance for the protection of its volunteer drivers for any claim or suit that may be made against its volunteer drivers arising out of the operation of a personally owned vehicle; nor is any insurance provided by Newington Baptist Church to repair damage that may occur to a personally owned vehicle. All drivers will

acknowledge that they understand that as a volunteer driver, their personal auto insurance will be the policy responsible for any accidents or incidents that involve its vehicle, including those that occur while they are serving as a volunteer driver for Newington Baptist Church. All drivers will fill-out and sign Newington Baptist Church Volunteer Driver Waiver & Release of Liability Form (**See Attachment Two**) and submit it to the Pastor or Transportation Team representative.

All drivers will not allow any unauthorized person to be a passenger in or to drive the vehicle listed unless that other driver has also been approved as a driver and has completed a Volunteer Driver Waiver & Release Liability Form.

All Newington Baptist Church (NBC) staff, volunteers, and members who drive a leased passenger van must abide by the following safety rules:

The driver of the vehicle is required to inspect the vehicle (before taking it on the road) to ensure that it is in safe working condition. This includes properly working brakes, horns, and back-up alarms. Note an example of Vehicle Inspection Report (**See Attachment Number Three**). Any defects in the vehicle should be reported promptly to the rental company.

All drivers are required to obey all state, local, and NBC transportation policy and procedures. Seat belts and shoulder harnesses are to be always worn. All passenger van drivers should require, without exception, that each passenger within the van wear the seat and shoulder belt supplied with the vehicle prior to trip departure. All drivers of vans should require passengers to fill each row of seats beginning in the front of the vehicle prior to sitting in the rows towards the middle or rear of the vehicle. This should help decrease the probability of van rollover accidents.

Rental vans must be parked in legal spaces and must not obstruct traffic and must be locked when unattended to avoid criminal misconduct. Engines are to be stopped and ignition keys removed when parking, refueling.

Articles and luggage, etc. placed in a van are to be placed and secured in such a manner as not to impair vision or in any way interfere with proper operation of the vehicle. When the driver cannot see behind your van, the driver should walk behind the van prior to backing.

If involved in an accident, all drivers agree to complete all accident reports and to cooperate with the police and Newington Baptist Church insurance company.

Newington Baptist Church has Hired and Non-Owned Auto Liability on its church insurance policy. This policy will provide coverage for liability, comprehensive, and collision for rental vehicles (from a rental company) when there is a written contract or agreement in the name of the insured, our insured is providing drivers (does not include hired drivers), and the rental period is under 30 days. If NBC is renting a vehicle from a rental company and would like to utilize this coverage, the church insurance company would require the following information from the church to provide a rental auto certificate for the company the church is renting the vehicle from. This request needs to be on Newington Baptist Church letterhead. **See Attachment Number Five** for the required form/information needed to complete the certificate from the church insurance company.

All drivers agree to indemnify Newington Baptist Church against all claims, losses, damages, and expenses, including legal fees, which Newington Baptist Church may incur because of the use of the rental vehicle on behalf of Newington Baptist Church.

All van passengers will sign a passenger agreement before being allowed to ride in the van on trips **(See Attachment Number Four)**

Attachment Number One

Newington Baptist Church Trip POV Usage Request Form

1. Trip Date and Return Date: _____
2. Name of Person or Committee/Group: _____
3. Point of Contact and Contact Phone Number: _____
4. Please List a Short Description of the Trip and Destination, and Estimated Mileage:
5. Approximate Number of People and Number of POV's That Will Be Used: _____
6. POV Drivers Names: _____
POV Drivers Names: _____
POV Drivers Names: _____
POV Drivers Names: _____
7. Van Rental: Number of People: _____
Van Rental Company & Cost: _____
8. Cell Phone(s) of Trip Coordinator: _____

Please Note: Once this request has been approved each driver must fill out and return and sign Newington Baptist Church Volunteer Driver Waiver & Release of Liability Form to the Pastor before the trip for final approval of the Church trip.

Applicant's Signature: _____

Date: _____

Trip Approved By: _____

Date: _____

Attachment Two

Newington Baptist Church Volunteer Driver Waiver & Release of Liability Form

Volunteer Driver Information (please print):

Name: _____

Address: _____

Telephone: _____

Date of Birth: _____

Driver License No.: _____ (indicate state)

Auto Insurance Company and Policy Number and Expiration Date:

If You Are Not the Vehicle Owner: Owner's Name and Address:

Vehicle License Plate Number: _____

As a member/volunteer for the Newington Baptist Church, I understand that my safety and the safety of others is paramount. I understand that driving as a volunteer is a privilege, not a right. Before being permitted to drive a personal vehicle on behalf of Newington Baptist Church, I hereby accept and acknowledge that the following rules apply:

1. I must provide evidence of my status as a licensed driver in Virginia. I also agree to provide proof of my Virginia Driving Record to Newington Baptist Church NLT January 31 of each year or upon request. These can be obtained online by going to www.dmv.virginia.gov, Driver/ID Services and clicking on Record Request. If my driving record changes during the year, I must give the Newington Baptist Church Administrative Assistant the updated copy and I understand this may change my ability to provide Newington Baptist Church transportation needs.
2. I will maintain adequate personal auto insurance and will provide a copy of my Declarations page with this form that states that I have liability limits of at least 100K per person/ 300K per Accident and 100K Property Damage.
3. I will comply with all Newington Baptist policies and procedures as well as any directions provided by the Newington Baptist Church trip representative.
4. I will comply with all laws and regulations concerning driving, including laws pertaining to the use of seat belts, child safety seats, cell phone use, maintaining proper distance between vehicles, and speed limits.
5. I will refrain from using my cell phone while driving, even though it is a hands-free device.

6. I will not, under any circumstances, attempt to keep a specific time of arrival by breaking traffic laws or driving in an unsafe manner. If following posted speed limits will make me late, I will stop somewhere in a safe area to call a Newington Baptist Church trip representative to let them know of the new arrival time.

7. I will promptly notify Newington Baptist Church trip representatives of any physical conditions, vehicle defects, or road conditions that might affect my safety or the safety of those I am driving.

8. I will not allow any unauthorized person to be a passenger in or to drive the vehicle listed unless that other driver has also been approved as a driver and has completed a Volunteer Driver Waiver.

9. I will notify the Newington Baptist Church trip representative of any traffic citations I receive— even if given while driving on my personal time.

10. If involved in an accident, I agree to complete all accident reports and to cooperate with the police and Newington Baptist Church.

I understand that as a volunteer driver, my personal auto insurance will be the policy responsible for any accidents or incidents that involve my vehicle, including those that occur while I am serving as a volunteer driver for Newington Baptist Church.

I understand that Newington Baptist Church does not furnish any insurance for the protection of its volunteer drivers for any claim or suit that may be made against its volunteer drivers arising out of the operation of a personally owned vehicle; nor is any insurance provided by Newington Baptist Church to repair damage that may occur to a personally owned vehicle. Newington Baptist Church has Hired and Non-Owned Auto Liability on its church insurance policy for van rental if requested by the driver and the proper forms are filled out and forwarded to the church insurance company.

INDEMNITY: I agree to indemnify Newington Baptist Church against all claims, losses, damages, and expenses, including legal fees, which Newington Baptist Church may incur because of the use of my vehicle on behalf of Newington Baptist Church.

Signature of Driver: _____

Printed Name: _____

Date: _____

Attachment Three

VEHICLE INSPECTION REPORT

Date:

Newington Baptist Church

NBC Group Name: _____

Make and Model: _____

Vehicle License Number: _____

Driver Name: _____

Driver Signature: _____

Instructions: Drivers will perform necessary inspections. A (√) indicates satisfactory condition.

An (X) indicates unsafe or improper conditions. An (O) indicates that the condition does not apply.

Corrected deficiencies should be circled.

VEHICLE INSPECTION REPORT

INSIDE

- ☐ Parking brake (apply)
- ☐ Apply brake
- START ENGINE
- ☐ Oil pressure (light or gauge)
- ☐ Instrument panel (telltale lights, buzzer, gauges)
- ☐ Horn
- ☐ Windshield wiper and washer
- ☐ Heater-defroster
- ☐ Mirrors
- ☐ Steering wheel (excess play)
- ☐ Turn on all lights including a 4-way flasher.
- ☐ Start properly.

EMERGENCY EQUIPMENT

- ☐ Fire extinguishers
- ☐ Flags, standards, warning lights
- ☐ First-aid kit

FRONT

- ☐ Headlights
- ☐ Identification lights
- ☐ Turn signals and 4-way flasher.

Notes:

SIDE

- | (Left) | (Right) | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Fuel tank and cap |
| <input type="checkbox"/> | <input type="checkbox"/> | Side marker lights |
| <input type="checkbox"/> | <input type="checkbox"/> | Reflectors |
| <input type="checkbox"/> | <input type="checkbox"/> | Tires and wheels-lugs and serviceability |
| <input type="checkbox"/> | <input type="checkbox"/> | Cargo tie-downs or doors |

REAR

- ☐ Tail lights
- ☐ Stop light
- ☐ Turn signals and 4-way flasher
- ☐ Identification lights
- ☐ Reflectors
- ☐ Rear end protection (bumper)
- ☐ Cargo tie-downs/doors

MECHANICAL OPERATION

- ☐ Engine knocks, misses, overheats, etc.
- ☐ Transmission noisy, hard shifting, jumps out of gear, other:
- ☐ Steering loose, shimmy, hard, other:
- ☐ Air, oil, water, leaks
- ☐ Springs broken, other:
- ☐ Brakes noisy, pulls soft, other:
- ☐ Speedometer, tachometer

Start time:	_____	Mileage:	_____	End time:	_____	Mileage:	_____
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Remarks/Other Defects: _____

If possible, take a picture of the outside and interior of the van for any damage area (dents, ripped seats etc.) and annotate the damage areas on the inspection report showing the damage.

Defects corrected (initial)

Defect correction unnecessary (initial)

☐ Yes ☐ No

Certified by:

Date

Attachment Four

PASSENGER AGREEMENT

The following safety rules are designed for use prior to each trip regardless of if it is taken in a leased vehicle or a private owned vehicle. The driver for the trip will ensure all participants read and understand the following “rules for the road”.

- 1. Seat belts must be worn at ALL times.**
2. No hazardous, disruptive activity or noise will be permitted while the vehicle is moving. All passengers must follow the driver’s requests.
3. Keep all objects inside the vehicle.
4. All windows must be kept clear of objects that may disrupt the driver’s view.
5. In cases of a crash or emergency, stop and do not exit the vehicle unless instructed by the driver or a designee. Use caution and whenever possible, exit on the sidewalk or shoulder side of the vehicle, never on the traffic side.
6. Equipment and luggage should be properly secured.
7. Violation of these rules may result in the termination of the trip for the entire group or the removal of a participant from the trip.
8. The safety of others and myself is a priority on this trip.

I have read, understand, and will comply with these rules during the entire trip.

Name: _____ Date: _____

Attachment Number Five:

Hired and Non-Owned Auto Liability Form/Information

What is the date you are picking up the vehicle? _____

What is the date you are dropping off the vehicle? _____

Will the vehicle be rented under the organization's name or on behalf of the organization? _____

Is your organization going to be driving the rented vehicle(s)? _____

What is the destination of the trip? _____

What type of trip is it? _____

- If it is a youth trip:
 - What are the ages of youth? _____
 - How many youths? _____
 - How many adults? _____

What types of vehicle(s) are being rented? (Only list a general description of the vehicle Ex: 15-passenger van, private passenger vehicle) _____

How many vehicles are being rented? _____

What is the name and mailing address of the leasing company? _____

Have they requested any special limits/coverages? _____

Have they requested any special wording? _____

Is there a written contract? _____

How and where would you like us to email/mail the certificate?

- Email Address: _____
- Mailing Address: _____

Note: This information needs to be on Newington Baptist Church letterhead.