

# First Reformed Church's Fleet Safety Policy

**All employees, volunteers, and house of worship members who drive a vehicle owned or leased by First Reformed Church must abide by the following safety rules:**

1. 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
2. Any defects in the vehicle should be reported promptly to (insert name of individual or group that is responsible for overseeing house of worship vehicle safety).
3. ALL DRIVERS are required to obey all state, local, and house of worship traffic regulations.
4. Engines are to be stopped and ignition keys removed when parking, refueling, or leaving the house of worship owned/leased vehicles.
5. Employees, volunteers, and house of worship members are not permitted to use personal cars or motorcycles for house of worship business, unless specifically authorized by Consistory. *If personal vehicles are driven on First Reformed Church business, proof of personal auto coverage (i.e. copy of personal auto declarations page or copy of the insurance card from the vehicle) will be requested on an annual unannounced basis from all individuals that operate their own vehicles on First Reformed Church business.*
6. Passengers that are not First Reformed employees, volunteers, house of worship members or individuals that have received prior approval from appropriate house of worship personnel to be transported, should not be transported in a house of

worship owned, house of worship leased, or house of worship member vehicles at any time.

7. All drivers of First Reformed owned, First Reformed leased, employee/member, or volunteer owned vehicle should be driven in a safe manner and all drivers of such vehicles should practice defensive driving techniques at all times.

8. Seat belts and shoulder harnesses are to be worn at all times.

9. Vehicles must be locked when unattended to avoid criminal misconduct.

10. Vehicles must be parked in legal spaces and must not obstruct traffic.

11. Employees, volunteers and members should park their vehicles in well-lighted areas at or near entrances to avoid criminal misconduct.

12. Employees, volunteers and First Reformed Church members transporting other members, visitors, or others on business for the church should keep their headlights on at all times.

13. A vehicle, when loaded with any material extending 4 feet or more beyond its rear, shall have a red flag or cloth 12 inches square attached by day or a red light visible for 300 feet by night on the extreme end of the load.

14. Articles, tools, equipment, etc. placed in cars or vans 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.

15. When you cannot see behind your vehicle (van), the driver should walk behind the van prior to backing.

16. Personal use of First Reformed Church owned, or leased vehicles is not permitted without written approval from Consistory. Family members of house of worship employees that are provided with an owned or leased house of worship vehicle are prohibited from driving said vehicle at any time unless prior written approval has been obtained from Consistory. (Exception: in case of an emergency, where the employee is not able to operate the house of worship vehicle, no prior

written approval is required). Violation of this policy may result in disciplinary action which may include termination of employment.

17. Every accident should be reported to Consistory. The INDIVIDUAL LISTED IN PRIOR SENTENCE should investigate all accidents and review them with the employee or volunteer driving the house of worship owned or leased vehicle at the time of the accident.

18. When operating vehicles within First Reformed Church's parking lot or at an off-premise function parking lot, speeds must not exceed 5 mph.

19. Drivers should not, at any time, operate a First Reformed owned, leased, or privately-owned vehicle (transporting house of worship members, volunteers, or visitors) if fatigued, if alcohol has been consumed or if legal or illegal substances have been consumed. These conditions can dramatically affect the driver's reaction time in the event of an emergency or impair the driver's judgment and thus increase the probability of a motor vehicle accident.

## **ACCIDENT REPORTING**

### **1. Driver Conduct at the Scene of the Accident**

a. Take immediate action to prevent further damage or injury.

(1) Pull onto the shoulder or side of the road.

(2) Activate hazard lights (flashers) and place warning signs promptly.

(3) Assist any injured person, but don't move them unless they are in danger of further injury.

b. Call the Police If someone is injured, request medical assistance.

c. The vehicle should not be left unattended, except in an extreme emergency.

d. Exchange identifying information with the other driver. **Make no comments about assuming responsibility.**

e. Secure names, addresses, and phone numbers of all witnesses, or the first person on the scene if no one witnessed the accident.

f. Call the Vice President of Consistory immediately and report them.

g. Make sure you carry along a notebook or something to take notes on and document the accident in detail. If needed you can request an “Accident Report Form” from the church office to take with you on the trip if you desire to do so.

I, \_\_\_\_\_ have read the First Reformed Church Fleet Safety Policy I understand and agree to abide by and adhere to all of the points in this policy. I agree that I am reliable for any damage and will not hold First Reformed Church responsible for any damage that I cause for failure to acknowledge and adhere to the policy.

Signature: \_\_\_\_\_

Date completed: \_\_\_\_\_