

**First Presbyterian Church of El Cajon**  
**Administration Committee Policies & Procedures**  
**Transportation Policy**  
**Approved by Session on February 23, 2021**

Purpose: To provide safe and legal transportation on approved church activities.

Policy: Drivers of non-church owned vehicles will abide by the following requirements.

1. Must have a valid driver's license (preferable in the state of California) for the type of vehicle being operated and show it to the event sponsor prior to transporting.
2. Must have no more than one moving vehicle violation in the last 12 months and no serious violations in the last three (3) years.
3. Must have insurance that covers the driver and passengers, which reflects a minimum level of personal coverage of not less than \$100,000/\$300,000 primary. The church's insurance will be secondary in the event of an accident.
4. Seat belts must be worn by the driver and all passengers at all times during operation. It is the responsibility of the driver to enforce this policy with all vehicle passengers.
5. Must follow all applicable laws and regulations in the operation of the vehicle. Any activity that serves to distract or interfere with the safe operation of the vehicle (including, but not limited to, use of cell phones) is prohibited.
6. Must be at least 21 years of age to transport "non-family" passengers.
7. Must ensure that all passengers are accounted for on the return trip.
8. Must keep a list of passengers with valid contact information in the vehicle during operation. Drivers should be aware of any pre-existing health concerns of passengers.
9. When transporting children or youth:
  - a. Must keep a list of parent/guardian's contact information and additional emergency contacts.
  - b. A permission slip is required for all passengers under 18 years of age.
  - c. A parent/guardian must advise the driver of any pre-existing health concerns and note it on the permission slip.
  - d. A minimum ratio of two children/youth per driver is required.

Acknowledgement of Receipt of the Transportation Policy

I acknowledge that I have received a copy of and have read, understand and agree to abide by the "Transportation Policy" of the First Presbyterian Church of El Cajon. I understand that failure to comply with the policy will result in no longer being able to provide transport of persons to church sponsored events. This policy is in effect for the duration of the calendar year in which it is signed.

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Driver Signature

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Date

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Driver Name (please print)