



VEHICLE POLICY AND OPERATION MANUAL



PREFACE

This manual is a revision and extension of policies and procedures established by previous committees. It is our intent and hope that this manual will assist church members in their Christian service and fellowship by making use of our vehicles a proper, pleasant, and safe experience. Please contact the church office or any member of the Transportation Committee to offer suggestions or in case of emergency.

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2006 TRANSPORTATION COMMITTEE

<u>NAME</u>	<u>HOME</u>	<u>Email Addresses</u>	<u>Van#</u>
*Arthur Parker	787-5968	arthur@parkeremail.us	#4 Ford
Roger Woods	217-2845	rwoods@unitedeg.com	#4 Ford
Vernon Abbott	851-3692		#3 Ford
David Jordan	834-9623	david_jordan@ncsu.edu	#2 Dodge
Church Office	828-6161		

In cases of emergency after church hours, please contact the persons responsible for the corresponding van. If you cannot reach that person, contact the chair of the committee.

* Chairman

POLICY AND GUIDELINES FOR USE OF CHURCH VEHICLES

A. DRIVERS

1. Drivers for vans will be considered for certification by the Transportation Committee (TC) under the following conditions:
 - a. Must be at least 21 years of age.
 - b. Have a good driving record
 - c. Each driver must review all video tapes and other manuals specified by the TC
 - d. Successfully complete a road test prescribed by the TC.
 - e. Must be in good health.
2. A list of approved drivers will be kept in the church office and furnished to the church's insurance company. Only persons on this list will be permitted to drive the vehicles.

B. RESERVATION AND SCHEDULING OF VEHICLES

Reservations and schedules for the vehicles will be handled by the church office. Reservations are on a "first come, first serve" basis. Reservations must be recorded on the vehicle calendar. Information required for reserving a vehicle:

1. Date(s) and times of departure and return
2. Name of group
3. Name of driver
4. At least two weeks notice is required when use will be during a time when the vehicles are regularly used by other groups. Examples are Sunday mornings and Wednesday nights. Scheduling conflicts are to be resolved by the leaders of the groups involved.
5. Beginning July 1, 2005, a fee of 25 cents per mile will be charged for all trips. Fees should be announced in advance, collected from the riders, and paid to the church office within five days after the trips. Church credit cards are used for gas expenses.

C. GENERAL USE (See appendix for detailed use policy)

1. The law now requires all passengers under the age of 16 wear a seat belt.
2. Trips of more than 150 miles (one way) require a co-driver.
3. There will be no alcoholic beverages or tobacco use in the vehicles.
4. The driver will see that personal belongings and trash are removed after the trip, and that the vehicle is cleaned per the "Vehicle Cleaning Policy" in the appendix.

D. MISCELLANEOUS

1. Citations for traffic violations are the driver's responsibility.
2. The committee shall be notified at least two weeks in advance of trips more than 150 miles (one way). This is to permit flexibility in maintenance scheduling.
3. Use of vehicles is restricted to Forest Hills functions, with limited exceptions as approved in advance by the committee. See "Church Vehicle Use Policy" in the appendix.

NORMAL OPERATION

A. PRE-TRIP PREPARATION AND INSPECTION

1. The driver will be responsible for arranging through the church office to obtain keys and credit cards and to return them to the church office immediately after the trip. If the church office is closed upon the trip's completion, the keys and credit cards can be returned the next business day.
2. Before starting the engine, the following items will be checked:
 - a. Engine oil level
 - b. Engine coolant level
 - c. Power steering fluid level
 - d. Tire pressure
 - e. All lights and signals
 - f. Clean frost, dew, etc, from windshield, windows and mirrors.

A tire gauge is stored on each vehicle. The correct cold tire pressure is painted above each tire. Always check the tire pressure before each day's driving. DO NOT DEFLATE tires at fuel stops. Walk around the vehicle at fuel stops and look for any slack tire. If you have doubts, check the pressure
3. Before starting a van's engine, depress and release the brake pedal several times; then depress and hold the brake pedal. When the engine is started, a slight downward movement of the brake pedal should be felt. This indicates that the power assist feature is working. If no assist is detected, stop the engine and repeat the test. If the power assist is still not detected, DO NOT DRIVE the vehicle. Call a committee member for assistance, or if away from the church, call for service assistance.
4. To start hot or cold van engines, turn the ignition switch to "START" without depressing the accelerator. If the engine does not start immediately, retry starting it two or three times. If it still does not start, there is a problem.

B. DRIVING

1. Fasten your seat belt.
2. Adjust rear and side view mirrors for best vision.
3. Be sure that all passengers are seated and belted.
4. Remember that these vehicles are not sub-compact cars; allow extra room for turns and stops.
5. Have passenger assist in looking when backing. When loading or unloading passengers, turn on emergency flashers, and check mirrors carefully before starting to move.

6. Obey all regulatory and warning signs.
7. Keep a proper lookout and pay attention to your driving. Do not let passengers distract you by engaging you in extended conversation.
8. In wet weather, slow down and allow for extra distance when stopping. Test the brakes by applying them ahead of the stopping point.
9. In hilly or mountainous terrain, downshift **before** descending a hill. **PLAN AHEAD.** It is dangerous, and also illegal, to descend a hill in neutral. Generally, descend a hill in the same gear needed to climb the hill. **DO NOT** ride the brakes continuously going downhill; this can quickly reduce the brakes' stopping ability, as well as warping the brake rotors.
10. Give the vehicle a walk-around inspection at all fuel and rest stops. Observe all gauges frequently during driving to detect any problems with the engine temperature, oil, or electrical systems. Check oil at every fuel stop. **DO NOT REMOVE THE RADIATOR CAP ON HOT ENGINES.**
11. Stop the vehicle for about 16 minutes at least once every three hours of operation. You, as well as your passengers, need the rest and diversion.
12. Maximum allowable driving time is 8 hours in any 24-hour period. Do not exceed this limit; inattention caused by fatigue is a major cause of collisions.
13. If you are going to be more than 20-30 minutes late for arrival at your destination, stop and call the church office or a committee member. Inform them of your best estimate of arrival time. It is rude and also causes anxiety for parents and loved ones to wait for extended periods in the parking lot.
14. If a traveler's advisory or warning has been issued concerning snowy or icy conditions, a trip should not be made until the advisory has been lifted. This includes **return** trips. If driving conditions deteriorate while underway, extreme caution should be used. If necessary, terminate the trip until conditions improve.

C. **POST TRIP**

1. **Refuel the vehicle on return to Raleigh if less than ¾ full.**
2. Set the parking brake.
3. **Clean the vehicles in accordance with the "Vehicle Cleaning Policy" in the appendix.**
4. Fill out the Trip and Mileage Record.
5. Record the mileage and any problems on the log and lock the vehicle.
6. Return the keys to the church office.
7. Report any problems with the vehicles, especially safety-related ones, to the office or to a committee member immediately.
8. Turn in mileage fees along with Trip and Mileage Record.

EMERGENCY PROCEDURES

It is impossible to adopt a policy concerning emergency procedures that will apply in all cases. However, the ingredients that will best serve in all cases are training, planning, and common sense. We recognize that it could be one thing to set policy in the committee and quite another thing to follow the policy under trying and possibly dangerous circumstances. Thus, you, as the driver, must prepare yourself by becoming familiar with this policy to at least be able to accomplish basic safety procedures. Calm, deliberate action by you in a time of trouble will help greatly in avoiding panic by your passengers. The committee welcomes your comments and suggestion for improvements.

A. MECHANICAL DISABLEMENTS

The vans will be maintained in good working condition by the committee; however, any vehicle has certain components subject to sudden or premature failure. The major items such as brakes, wheel bearings, and drive train, are routinely checked by qualified mechanics. You as a driver can help prevent breakdowns by the few simple tasks listed in Section II and most importantly, by being observant. You are expected to investigate any unusual noise, vibration, or circumstance whenever you first detect it. Do not wait until it forces the vehicle to be stopped. For disablements that appear to be major, i.e. more than \$500 or in which the vans will be out of service and alternate transportation must be rented, please call one of the committee members at your first opportunity. Again, use your own judgment. If you are disabled on a busy highway, your first priority is to get the vehicle and its passengers to a place of safety. Then if the repairs needed are major, call the numbers listed on the front cover until you reach a committee member and ask their advice.

1. Stop the vehicle completely clear of the travel lane; better still, drive into a parking lot or take and exit off a busy highway.
2. Stop the engine, put it in park, and secure the parking brake. Turn on the emergency flashers.
3. If you are near a hill, curve, or other hindrance to the vehicle being seen, or if the vehicle is not clear of the travel lane, evacuate the passengers to a place of safety.
4. Prevent collisions by setting our warning devices as indicated in Figure 1. These warning devices are stored behind the driver's seat.
5. If it is obvious that the vehicle cannot be moved until repairs are made, or if it has to be towed, we recommend the following action:
 - a. Contact the Highway Patrol for assistance by using the CB, telephone or passing motorist.
 - b. Try to summon a shop that will honor one of the credit cards that you have. This will not always be convenient, but it will expedite repairs.
 - c. Call a Ford or Dodge dealer if he is reasonably convenient. In other words, do not call a dealer if the nearest one is 50 miles away unless

the repairs are major, like a blown engine or transmission. The Ford vans have a 3-year, 36,000 mile warranty.

- d. Some decision will have to be made by you. If you are at a loss regarding the nature of the problem, you will have to rely completely on the police or the first service personnel summoned to decide how to proceed, or if the situation permits, call a committee member.

B. ACCIDENTS (PROPERTY DAMAGE ONLY)

State laws vary somewhat regarding requirements for drivers involved in accidents with property damage only. At least the following steps should be done.

1. Stop the vehicle, place it in park, and secure the parking brake.
2. Turn on emergency flashers.
3. Verify that there are no injuries in either vehicle.
4. Prevent further collisions by setting out warning devices as indicated in Figure 1.
5. Have someone notify the proper authorities immediately, by the quickest means of communication.
6. If the passengers can be safely evacuated from the vehicle, have them move to a place of safety such as to the shoulder, behind a guardrail, or to another protected area. **EXTREME PRECAUTION SHOULD BE EXERCISED IN MOVING SMALL CHILDREN.**
7. If you judge that the vehicle is in a place of peril, move it clear of the travel lanes if it can be done safely.
8. When police arrive, give required information, and insist that a report of the collision be filed by the officer, regardless of its minor appearance. Exchange name, address, driver license number, and registration number of the vehicle with driver or occupants of other vehicle, or any person whose property is damaged. Obtain the name of the insurance carrier of the other vehicle. Our insurance information is on the back of the registration card.
9. Call a committee member at your earliest opportunity so that we may assist you with alternate transportation, repairs, and relay information concerning delays to parents and spouses.

C. ACCIDENTS (WITH INJURIES)

1. Stop the vehicle, place it in park, and secure the parking brake.
2. Turn on emergency flashers.
3. IF injuries are obvious, have someone summon rescue and police immediately.
4. Prevent further collisions by either setting out or having someone set out the warning devices as per Figure 1.
5. There is no specific way to address the varying circumstances that could be encountered in an injury-producing collision. We can only advise you

to try to remain calm and use good judgment in deciding whether to evacuate the van and what aid to render. Most likely, the passengers will want to leave the vehicle due to their fear of fire and explosion.

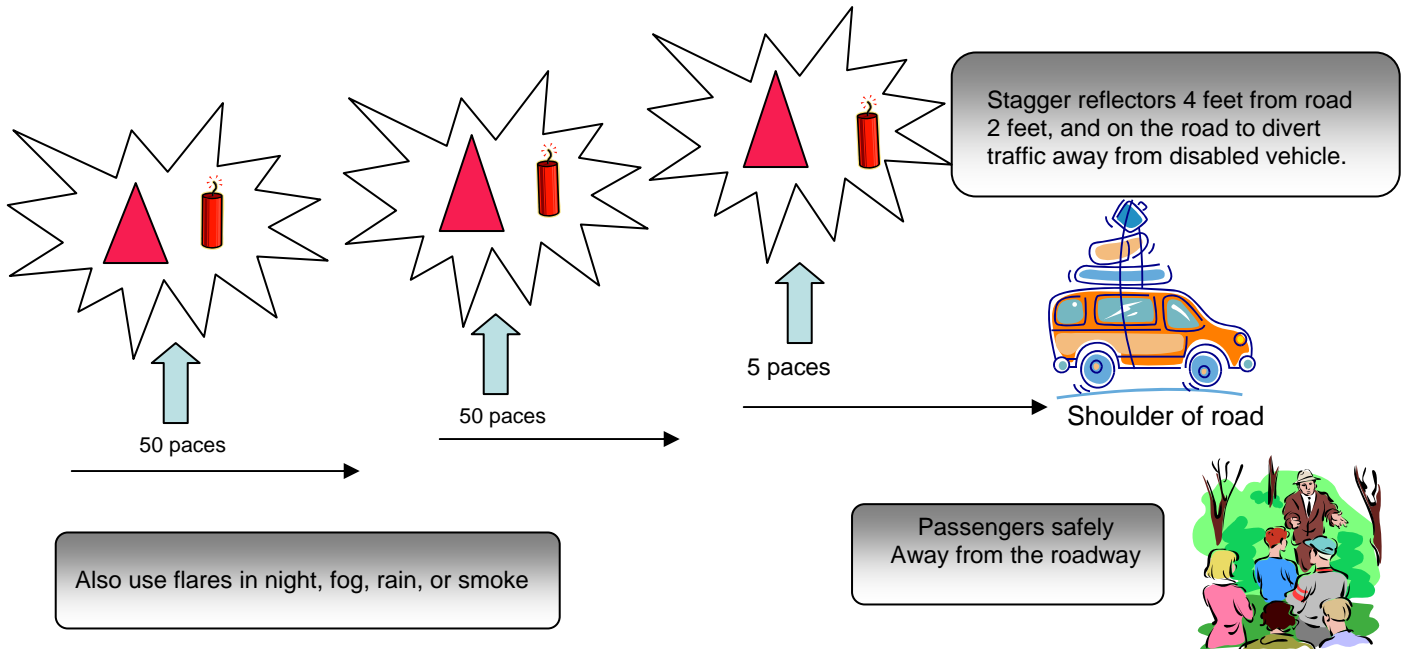
Therefore, it is important **that trained assistance is summoned immediately**. Advise the party to whom you are reporting the collision about the number of injuries and their severity. Do your best to remain calm.

6. Cooperate completely with the police agency investigating the collision. In addition to providing the information as listed under B7, you must also render reasonable assistance to any person injured in such accident.
7. At first opportunity, call the telephone numbers of the committee members until you reach someone to begin the process of arranging for transportation, repairs, and notification of parents and spouses. It is especially important that unfounded rumors do not get started which will upset your passengers' loved ones.

D. FIRE

Contrary to what you may have seen on TV, fire is a rare occurrence in collisions. Unless there is a tank burst and ignition during the impact, the vehicle will rarely explode. In rear-end collisions in which the struck vehicle's fuel tank does ignite, time is extremely critical. Extrication of occupants must be done immediately. Fires do begin in collisions due to electrical shorts and/or fuel leakage in the engine compartment. However, there is usually more than adequate time to remove occupants. A vehicle's fuel tank must be heated severely before an explosion or pressure spurt will occur. This would require the vehicle to burn extensively before this phenomenon occurs. Thus, many minutes of burning are usually required before an engine compartment fire can spread to the rear of the vehicle to affect the fuel tank. **EVACUATE THE VEHICLE AND THEN TRY TO EXTINGUISH THE FIRE.** Dry chemical extinguishers are located in each vehicle.

Placement of Reflectors and Flares Disablement Example 2 & 4 Lane Road



Placement of Reflectors and Flares Accident Example 2 & 4 lanes

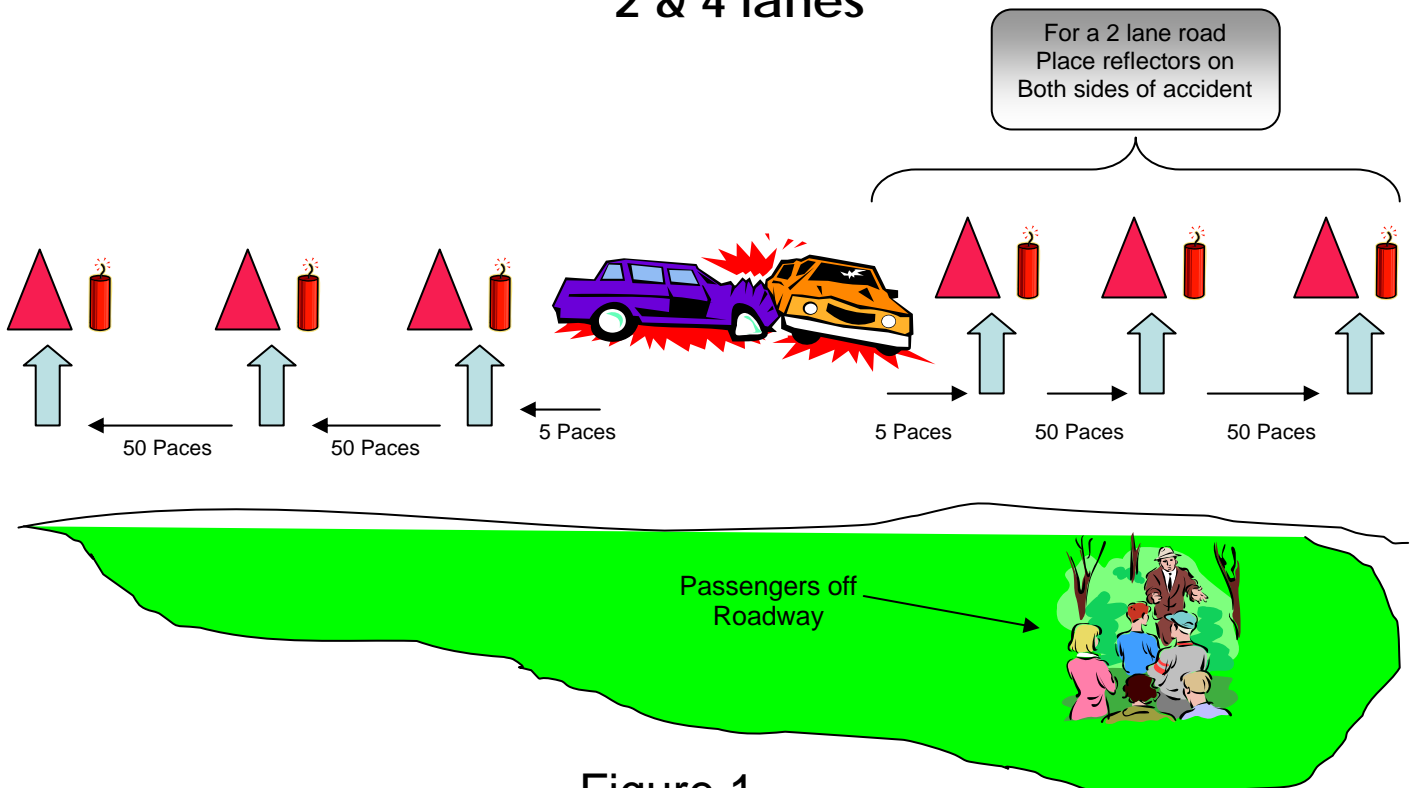


Figure 1

APPENDIX

A. CHURCH VEHICLE USE POLICY

The purpose of the church vehicles is to provide transportation for church sanctioned or sponsored activities of the various organizations and ministries of Forest Hills. Such activities are designed to promote spiritual growth and Christian fellowship. To this end, the Transportation Committee has adopted the following policy on use of church vehicles.

- Church vehicles will be available for group activities sanctioned or sponsored by Forest Hills Baptist Church. Reservations are on a first-come, first-serve basis. Reservations are made by calling the church office with the name of the group, its leader, and its destination. Scheduling conflicts will be resolved with the group leaders. When the use of the vehicle will interfere with regularly scheduled use, such as by the College Department on Sunday mornings, at least two weeks prior advance notice is required.
- The leader of the group activity will be responsible for securing drivers previously certified by the Transportation Committee. A list of certified drivers is available from the church office. These drivers are further responsible for operating the vehicles in accordance with the policies and procedures of the Forest Hills Vehicle Policy and Operation Manual.
- Expenses for rental transportation will be borne by the group when the group's size is greater than can be accommodated by our church vehicles. Vehicles owned by other churches or organizations are not to be borrowed except in emergencies and then only with approval of the Transportation Committee. Overlooking is not considered an emergency.
- Forest Hills vehicles are not to be loaned to other churches except on an emergency basis and then only with the approval of the Transportation Committee.
- Requests for use of church vehicles by organizations outside of or not sponsored by Forest Hills Baptist Church will be considered strictly on an individual basis. As a minimum condition for consideration, the activity planned by the requesting group must be designed to promote spiritual growth and Christian Fellowship. Reservations must be made at least four weeks in advance. All Forest Hills policies and procedures will be observed. The Transportation Committee does not anticipate approval of requests of this nature on a routine basis.
- When a trip is planned which requires luggage for passengers, consideration should be given to limiting the number of passengers to provide sufficient space for luggage on the back seats. The van's capacity with luggage would be 11 adults. Any costs for rented luggage carriers or trailers are the responsibility of the group.

B. FOREST HILLS VEHICLE CLEANING POLICY

1. The vehicles' interior will be cleaned on the date the vehicles return
2. Failure to clean the interior immediately revokes the driver's and the group's privileges to use either vehicle until one of the following occurs:
 - a. The vehicle is cleaned inside and out including all windows, or
 - b. Fifty dollars (\$50.00) is transferred to the Transportation Committee's account.
3. Plastic trash bags are stored under the van's driver seat. You should designate someone to coordinate the cleaning process. Sweep or vacuum the vehicle as needed.
4. If the exterior of the vehicle has also become really dirty (mud, etc) during your trip, your group should wash the vehicle within seven days of the vehicle's return.

Please be considerate of the next group to use the vehicle by seeing that you leave it as you would like to find it. If you find the vehicle in a mess, please notify the church office or a committee member as soon as possible. Please go ahead and clean the vehicle.

C. MEMORANDUM

TO: VAN DRIVERS
FROM: TRANSPORTATION COMMITTEE
SUBJECT: MOUNTAINOUS DRIVING WITH AUTOMATIC TRANSMISSION
DATE: NOVEMBER 5, 1993, AMENDED: NOVEMBER, 1999

The important points to remember in downhill driving is that you must not ride the brake pedal, and that you must use the braking capability of the engine to help retard the speed of the van. The recommended procedure is listed below.

1. Select a gear at the top of the hill that will maintain the desired speed.
2. If gravity is causing the van to speed up too much, apply the foot brake immediately and slow the van to the speed that will allow the next lower gear to be selected. Do not ride the brake; apply it firmly to reduce speed, and then release it.
3. If you experience an automatic overspeed upshift, you must immediately reduce the speed using the braking system. Do it then, not later. Slow the van to whatever speed it takes to safely negotiate the hill. Do not hesitate. If you ride the brakes, you can find yourself with neither engine braking nor wheel brakes and severely warped brake rotors.

Please take time to read and understand this information.