

Safety Guidelines For Church/School Transportation

1. Limit vehicle passengers to those allowed by vehicle design, available seatbelts and load ratings.
2. Have each driver inspect their assigned vehicle before departure and complete a vehicle self-inspection report. (form enclosed)
3. Motor homes should never be used to carry more passengers than the available seat belts in the vehicle.
4. Limit loads by vehicle *and* tire load ratings.
5. Stow and secure all loads only in their proper place (Do not block aisles; tie down all loads in pickups, on flatbeds and in other places where shifting loads can result in loss of control or damage to loads or vehicles).
6. Do not load a vehicle in a way that would block the driver's vision.
7. Do not carry passengers in the back of pickup or flatbed trucks.
8. When trailers are to be towed, first confirm that the hitch is of the proper class and rated to safely carry the weight of the trailer, that proper safety chains are used and that the trailer lights are in proper working order.
9. Devices to detect or impair police radar will not be used in NCC vehicles.
10. Seat belt use shall be mandatory for all passengers and the driver, and the driver shall ensure that such belts are in use at all times when the vehicle is in motion.
11. Only new, high-quality tires shall be installed on all vehicles.
12. Vehicles should have a detailed inspection by a qualified mechanic no less than once a year.
13. Drivers shall not operate radios or cell phones while driving or engage in other distracting behavior.
14. Vehicle routing will be based on the safest way to reach a destination, taking into account the expected weather and road conditions (avoid narrow winding roads, narrow bridges, construction areas and other hazardous conditions, particularly in inclement weather, whenever possible. Highways and shortest distances should be priority, unless hazards warrant otherwise.)

15. Drivers running errands for an institution may not carry passengers unless authorized by the facility.

16. Drivers should be well rested at the beginning of each trip and trips should be carefully planned to minimize driver fatigue by allowing for adequate rest breaks and driving shifts that are *not longer than 8 hours*.

17. Vehicles shall only be used for authorized institution purposes and shall never be loaned to organizations or individuals outside of the institution.

18. Vehicles will be operated in accordance with state and local laws.

19. Institutional vehicles will carry emergency reflector kits and other emergency equipment as determined by the institutional administration, DOT Highway Patrol, and other regulatory agency guidelines and other sources.