

EBFC TRANSPORTATION POLICY

- 1. Obey All Traffic Laws** - Remember whose vehicle you are driving (Hint: the church name is written on the exterior).
- 2. SEAT BELTS** - It is the driver's responsibility to ensure that all passengers have fastened their seat belts, before departing. Total number of persons on board must not exceed the number of useable seat belts - i.e. each person must have a useable seat belt.
- 3. Lights On** - Just like the 'Big Rigs' we drive with our lights on for safety. [To decrease load on the battery, just the Parking Lights while parked.]
- 4. Parking Brake** – If the driver's seat is empty (i.e. the driver is not in it), the Parking Brake must be set.
- 5. Lock 'em Up** - Close and lock all doors and windows when you're done.
- 6. Use your ear, Not your Hand** – Only 'hands-free headset' cell phone use, by the driver, is permitted.
- 7. It's Not a Truck** - Use of vehicles for utility/cargo transport is prohibited (i.e. supplies/tools/tables/etc).
- 8. Fuel it Up** - Please be sure to refuel the vehicle upon return.
- 9. Check It, so you don't Wreck It** - The driver is responsible to make sure that the vehicle is in safe operating condition prior to use. At minimum, a visual check for any obvious fluid leaks, and severely under pressure/flat tires, must be completed prior to operation of the vehicle. The driver should also adjust the mirrors prior to use. [The minibus mirrors are not electric, and are only adjustable by hand.]
- 10. Log It** - All drivers must complete the **Trip Log** sheet (located in each vehicle) before and after each use.
- 11. EBFC Use Only** - Vehicles are only for the use of ministries of Ebenezer Bible Fellowship Church, on ministry events/trips. The vehicles are not for personal use.
- 12. Approved Drivers Only** - Drivers must be at least **25** years of age, have a valid US driver's license, and have successfully completed the required vehicle training, for the vehicle in question, prior to use of the vehicle. To request use of a vehicle, please complete a vehicle request form and place in Mark Hardy's mailbox. It is the responsibility of the ministry leader/event coordinator to acquire approved volunteer drivers. A list is available in the church office or from Mark Hardy upon request. The transportation committee does not guarantee that approved drivers on our list will be available for your needs. Therefore, each ministry should 'recruit' a few volunteer drivers, from within their ministry, to be 'trained' on the vehicles.

Questions/concerns/vehicle issues: Please contact George Hardy, or Dan D'Imperio. If neither of us are unavailable and the need is urgent, please contact Kevin Kritzberger.

Thank you for driving safely,
George Hardy/Dan D'Imperio, EBFC Transportation

Reminder: Seat belts must be worn by the driver, and all passengers, at all times.