

First Assembly of God Driving and Vehicle Policy

PURPOSE: This policy is written to maximize the safety of drivers, passengers, and the public when vehicles are driven for First Assembly of God purposes.

SCOPE: This policy applies to First Assembly of God employees and volunteers who drive the Church vehicles.

POLICY STATEMENT:

- A. Pastoral Ministry Overseers are responsible for enforcing this policy, and shall ensure all employee and volunteer drivers are notified of these policies.
- B. This policy defines the standards for all First Assembly of God vehicle usage.

Drivers Qualifications:

Employees and volunteers who meet the following eligibility criteria shall be authorized to drive for First Assembly of God purposes, subject to the procurement

- A. Be at least 25 years old and have at least 3-years of driving experience; and
- B. Possess a valid driver's license (copy required); and
- C. Complete a Screening Form for Vehicle Drivers; and
- D. An acceptable Driver's Abstract and Background Screening; and
- E. Attend a mandatory Driver's Orientation annually

Drivers Responsibilities:

1. Drivers shall comply with all applicable state and local driving laws, signals, markings and parking regulations. Drivers must be courteous at all times, respecting the rights of other drivers and pedestrians.
2. Drivers and passengers shall wear safety belts when the vehicle is in motion. Comply with all Child Passenger Restraints and Seatbelts laws, as listed below.
3. Drivers are responsible not to exceed the maximum passenger capacity of the vehicle they are driving.
4. When transporting children/youth, the driver must have another adult in the vehicle. The additional adult is responsible to maintain order by sitting in the back and assist the driver with backing up by standing behind the vehicle.
5. Drivers shall be held personally responsible and liable for any parking tickets, cellular phone usage penalty and other non-moving violations received while driving a vehicle. See Item #10 below for cellular phone usage policy.
6. Drivers shall be held personally responsible and liable for any failure to comply with the rules of the road while driving the Church vehicles.
7. In the event of an accident, drivers shall immediately contact their Regional Pastor or Pastoral Ministry Overseer.
8. A driver whose driver's license has been suspended or revoked shall immediately notify their Ministry Leader.
9. Drivers shall not drive First Assembly of God vehicles when they are required to take medication that may impair their ability to safely operate a moving vehicle.

10. When operating a vehicle, driving is the first responsibility. If a call must be made or taken while driving, only hands-free devices shall be used in accordance to County law. Concentration on driving shall be the highest priority. Just as in any other activity while driving (e.g. adjusting the radio, writing a note, etc.), if the content of a call will make it difficult to concentrate on driving, postpone the call until you can stop.
11. Texting while driving is forbidden and against the law.
12. Drivers are responsible to ensure the safe loading and off-loading of passengers. The vehicle must be turned-off and parking brake engaged when the driver is loading and off-loading passengers.

Mandatory Use of Seat Belts and Child Passenger Restraints and Seats Law

§ 291-11.6. Mandatory use of seat belts

(a) Except as otherwise provided by law, no person shall operate a motor vehicle upon any public highway unless the person is restrained by a seat belt assembly and all passengers in the front or back seat of the motor vehicle are restrained by a seat belt assembly or are restrained pursuant to section 291-11.5 if under the age of four.

§ 291-11.5. Child passenger restraints.

- (a) Children under four years of age must be in an approved child passenger restraint system when in a vehicle being operated on a public highway in the state of Hawaii.
- (b) The driver is responsible to make sure the child is properly restrained. Emergency, commercial (CDL vehicle), and mass transit vehicles are exempt.
- (c) Children should be kept rear-facing until the height or weight maximum of a rear-facing seat is reached. The American Academy of Pediatrics recommends children ride rear-facing until the age of 2.

Child Booster Seat Guidelines

As of January 1, 2007, children ages 4 through 7 years old are required to ride in a child safety seat or booster seat when traveling in a motor vehicle. The only exemptions are if the child is over 4 feet, 9 inches tall, or if the vehicle has lap-only seat belts in the rear seats and the child is over forty pounds.

A child under 4' 9" is generally too small for an adult seat belt. The adult seat belt rides up over a child's stomach and the shoulder belt cuts across the neck, potentially causing critical or even fatal injuries during a crash. The lap belt should fit low and snug on the hips and the shoulder strap should not cross over the face or neck.

When children outgrow child restraints with a harness, between 40 and 65 lbs. depending on seat weight limit, they should be restrained in a booster seat until they are big enough to fit in an adult seat belt (approximately 80 lbs. and 4'9" tall).

A Hawaii State tax credit of \$25 per year applies to the purchase of a booster or child safety seat. The driver will be held responsible for compliance with the law. Violators of Hawaii's Child Passenger Restraint Law are required to attend a 4-hour class and may be assessed a fine of between \$100 to \$500, depending upon the number of offenses.

Each year, more than 700 children between the ages of 4 and 7 years old are involved in major car crashes in Hawaii. Statistics show that children restrained by seat belts are at least 50 percent more at risk for injury than children placed in a child safety seat or booster seat.

First Assembly of God will provide one booster seat per van. Infant car seats/carriers need to be provided by the parent or guardian.