

# Transportation Policy

**Geneva Presbyterian Church (USA)  
5835 Sheldon Road, Canton MI 48187**

It is essential that adequate, safe and responsible transportation be used for any and all activities involving minors (anyone under age 18) sponsored by and leaving from Geneva Presbyterian Church. All people including paid staff, driving from Geneva must complete a *Driver's Application* and be approved by the Session. A *Driver's Application* must be filled out at the beginning of each program year (September). Previous information will be shredded. All provisions within the Adult Ministry With Minors Policy shall be followed.

Guidelines are as follows:

- There must be at least 3 (three) people in the vehicle in compliance with the Ministry With Minors Policy.
- All volunteer drivers must have a valid driver's license and be between 25 and 70 years of age. All staff member drivers must have a valid driver's license and be at least 21 years of age.
- All drivers must carry a valid driver's license, proof of insurance, and an auto registration.
- Drivers must also have a completed and approved Ministry With Minors application on file with Geneva Presbyterian Church.
- All activities that involve an approved driver transporting minor riders leaving from Geneva require said minors to return to Geneva with an approved driver.
- Travel speeds are to be followed in accordance with state and local laws and road conditions in all motor vehicles.
- Driver shall not use a cell phone, including hands free devices, while driving.
- If the vehicle to be used is designed to carry sixteen or more people (including the driver), the driver must have a commercial driver's license (CDL) as required by State of Michigan law.
- Seat belts must be provided, and must be used by all passengers and driver. No child 12 or younger will be permitted to ride in the front passenger seat. All children must be properly restrained in an infant/child safety seat or booster seat from birth until age 8 or 4' 9" tall.
- Vehicle owners must carry property damage and liability insurance. (Minimum of \$100,000/\$300,000)
- Vehicle must be in safe and reliable condition.
- When driving more than 4 (four) hours in one direction, there must be a minimum of two approved drivers if only one vehicle is used, or extra approved drivers to rotate if more than one vehicle is used.
- An individual driver is limited to a maximum of 8 (eight) hours per day of driving time. Driving time shall be interrupted by rest, food, or recreation stops approximately every 2 (two) hours.
- If using a vehicle not approved by the *Driver's Application*, a separate Vehicle Usage Permission Form must be approved for that vehicle.