

Title: Transportation of Youth

Policy and Procedure Number: 005

Effective Date: September 5, 2013

Approval Authority: Board of Directors

Purpose:

To identify situations, circumstances and limitations regarding any vehicles used by Cornerstone Ministries, Inc. (CCM) for the transportation of youth.

Basis of Understanding:

1. CCM-owned vehicles and/or privately-owned vehicles may be used from time-to-time to transport youth to and/or from sponsored CCM events/activities.
2. CCM-owned vehicles may additionally be used to transport products and materials.
3. CCM desires to provide transportation of youth and materials in a way that promotes safety and minimizes liability exposure.
4. Volunteers transporting youth in their privately-owned vehicles will assume all liability.

Policy:

1. CCM-owned vehicles may **ONLY** be driven by individuals who names appear on a list of “Rated Drivers” with CCM’s insurance company.
 - a. Operators of CCM-Owned vehicles must be approved by the Executive Director or, in some cases, the Board of Directors.
2. Youth being transported in CCM-owned and/or privately-owned vehicles must have permission slips signed by a parent or guardian which releases CCM from injury liability except in the case of negligence.
 - a. These permission slips may be a blanket permission slip or it may be a part of the activity permission slip.
 - b. Permission slips will only cover sponsored CCM events/activities.
3. The operator of the vehicle (CCM-owned and/or privately-owned) is primarily responsible for maintaining order within the vehicle.
 - a. When available, other adult riders will assist in maintaining an orderly and safe travel environment.
 - b. **Everyone** in the vehicle must wear the vehicle’s seat-belt/restraint system and at no time while the vehicle is in motion will passengers and/or the operator be un-restrained.
 - c. Materials being transported shall be sufficiently restrained so that, in the event of an accident or sudden stop, nothing inside the vehicle can be dislodged and become a safety hazard.
4. Long-term use of CCM-owned vehicles must be recorded in a log maintained in the CCM office with such information as (but not necessarily limited to) date, destination/purpose of trip, driver, odometer reading at start and end of trip, approximate fuel level, and other notes or comments.
 - a. If fuel was purchased during the trip, receipt(s) signed by the operator must be turned in to the office so that reimbursement can be made.
5. CCM-owned vehicles may not be used for personal use unless approved by the Executive Director and/or the Board of Directors.
 - a. Fuel used for personal use is to be replaced upon return of the CCM-owned vehicle.
 - b. For large trips or substantial personal use, a donation amount may be requested by the Executive Director and/or the Board of Directors.