

# Christ the King Lutheran Church

## Transportation Policy

To maintain safety while transporting the children and youth, the following procedures and rules must be followed and agreed to by volunteer drivers, passengers, and the parent(s)/guardian(s) of minor passengers.

This policy supplements and does not supersede the Safe Haven Policy and Covenant of Christ the King Lutheran Church (CtK).

### **Driver expectations and responsibilities**

- Drivers must complete a full Colorado Bureau of Investigation background check through CtK (see the church administrator) in accordance with the Safe Haven Policy. The background check must come back “clean” to the satisfaction of the Church Administrator and Pastor before transporting minors.
- Drivers must abide by the Safe Haven Policy and sign the Safe Haven Covenant before taking any passengers.
- Drivers must not possess and must make a reasonable effort to ensure passengers do not possess prohibited items such as alcohol, tobacco, weapons and the like as listed in the Safe Haven Covenant. If a passenger is found with a prohibited item, he/she will only be allowed to board the vehicle if the prohibited item is left behind. Prior to departure, the driver must inform the CtK staff member in charge of the activity (SMIC) that the incident occurred and the details (passenger’s name, the type of prohibited item and its location). The SMIC will contact the passenger’s parent/guardian and Pastor.
- Drivers will follow all state and local laws for operating and maintaining vehicles as well as child safety seat laws. Refer to <http://www.dmv.org/co-colorado/safety-laws.php> for Colorado laws. For travel in, through, or to other states, the SMIC will provide the laws for the other state(s).
- Drivers must have a copy of this policy in the vehicle.
- Drivers must have contact information in the vehicle for all other chaperones, the SMIC, and Pastor.
- Drivers must have transportation and emergency care forms for each minor passenger in the vehicle.
- Drivers must have an emergency kit in the vehicle, provided by the SMIC.
- Drivers must always have the vehicle’s headlights on.
- Drivers will never use a phone while driving, even in hands-free mode. The driver must pull over safely if the use of his/her phone is imperative. **It is illegal for drivers of all ages to text while behind the wheel in Colorado.** Refer to <http://www.dmv.org/co-colorado/safety-laws.php>

- Drivers will contact the SMIC if there are more passengers than seat belts available and follow instructions given.
- Drivers are not permitted to transport less than two children. If that situation arises, the driver must immediately contact the SMIC for instructions.
- If, in the driver's estimation, a child is being unsafe to themselves, to others, or being a distraction to the driver, he/she has permission to pull over and address the situation. If the driver deems it necessary for safety, he/she will assign passengers to seats (this may include separating genders). Upon reaching the destination, drivers must immediately report any disciplinary incidents to the SMIC.
- Drivers shall not litter in or outside the vehicle. Drivers are responsible for removing their own trash from CtK-owned vehicles upon reaching the destination.
- Drivers are prohibited from spraying anything from a container of any type (perfume, deodorant, etc) inside the vehicle when passengers are present.
- Drivers must make a break stop every two hours. Drivers are responsible for ensuring that passengers stay in groups of three or more during break stops.
- Drivers must remain in visual distance of one another if deemed necessary by the SMIC.
- In the event of a breakdown, the driver will make a reasonable attempt to secure the vehicle and evacuate passengers to a safe place. Driver will then contact the SMIC for further instructions.
- Drivers will treat passenger illness in a caring and prompt manner. This may entail simply stopping; in the case of urgent or severe illness, the driver is authorized to break from the scheduled route and transport the ill passenger to the nearest hospital or urgent care facility. When any health or illness issue arises, the driver will safely and immediately contact the SMIC.

### **Passenger expectations and responsibilities**

- Passengers must always cooperate with the driver, chaperones and/or the SMIC.
- Passengers shall never scream inside the vehicle ("inside voice" only) and must use headphones/earbuds to listen to audio devices and must never distract the driver in any way.
- Passengers will be quiet at railroad crossings.
- Passengers shall stay on walkways and off streets/roads while waiting to be picked up.
- Passengers must wait until the vehicle has come to a complete stop before loading or unloading and are prohibited from shoving or scuffling.
- Once a passenger has boarded the vehicle, the passenger will only be allowed to exit the vehicle at the destination, authorized stops, or when instructed to do so by the driver.
- Passengers will sit down promptly after boarding the vehicle.
- Passengers will remove backpacks and hold them either on their laps or store them underneath their seats.
- Passengers must immediately put on their seat belts and must remain seated and facing forward.

- Passengers are to keep their hands to themselves and may not extend their heads, arms, or legs out of the windows or into the line of sight of the driver's mirrors.
- Passengers shall not open or close the windows, service door/emergency door or lock/unlock the doors except when instructed to do so by the driver, chaperone, or SMIC.
- Passengers shall not litter in or outside the vehicle. Passengers are responsible for cleaning up all trash from the vehicle upon arrival. No one may spray anything from a container of any type (perfume, deodorant, etc) inside the vehicle.
- Passengers are responsible for securing their belongings. Neither drivers, chaperones, or CtK staff are responsible for the loss, damage, or theft of any personal belongings from the vehicle. Personal items may include but are not limited to: laptop computers, computer games, iPods, MP3 players, cell phones, toys, jewelry, etc.
- Passengers will not be in possession of prohibited items such as alcohol, drugs, tobacco products, weapons, or any other items as listed in the Safe Haven Covenant.
- Passengers 6<sup>th</sup> grade and up (including adults) must abide by the Safe Haven Policy and sign the Safe Haven Covenant before riding in a vehicle to and from CtK activities. Younger children may be required to sign the Safe Haven Covenant at the discretion of the SMIC.

### **Parent/Guardian expectations and responsibilities**

- Parent/Guardians must assist Drivers, chaperones and SMIC in upholding policies outlined in this Transportation Policy as well as modeling and expecting courteous and kind behavior from their children.
- Parent(s)/Guardians acknowledge by signing below that if for any reason their child is not able to be transported, the DYM will call the contact and emergency numbers for the child until a parent/guardian/responsible party is reached, at which time that person is responsible for securing other transportation arrangements for the child.
- Parent/Guardians must sign the CtK Transportation and Emergency care waiver (when one is needed as determined by the SMIC) before the child may participate in the activity.
- Parents/Guardians of Youth Group members will inform the Director of Youth Ministry (DYM) by noon each Wednesday if their child needs a ride from school to youth group. Contact the DYM at 970-764-5937 either by text or call (if call is not answered, leave a voice mail).

### **Accident/Emergency Procedure**

Drivers will:

- 1) ensure uninjured passengers are out of the vehicle and in a safe location.
- 2) leave injured passengers where they are unless the vehicle's safety is compromised. If so, remove the injured passenger from the vehicle and to a safe location.

- 3) call 911; follow any instructions and do not leave the scene until police/paramedics arrive.
- 4) ensure that there are no injured people in other vehicles; if so, offer assistance.
- 5) contact the SMIC; follow any instructions.
- 6) take pictures of the incident: all vehicles involved, weather/road conditions, injuries, etc.
- 7) When the situation is stabilized or there are no injuries:
  - a. Exchange licenses, names, and insurance information.
  - b. Get names and phone numbers of any witnesses.
  - c. Get the names and badge numbers of the officers assisting in the incident.
- 8) If a child passenger is transported to a hospital, give the paramedics the parent/guardian signed consent for treatment, get the name of the hospital and relay that information to the SMIC.

Drivers and Passengers will:

- Never speak of fault or blame towards anyone, on or off the record,
- Cooperate fully and honestly with the authorities,
- Do not offer opinions or speculations,
- Not divulge any information to news or media staff, but will refer them to the SMIC, Never give any information "off the record".

Passengers will:

- Comply with Driver instructions at all times,
- Remain as calm as possible,
- Not take any pictures or videos of the incident,  
Not post a status of the incident on any Social Media.

The SMIC will:

- Contact parents/guardians of minors that were in the vehicle at the time of the accident.
- Follow the CtK Staff Handbook for other reporting guidelines.

**Driver Acknowledgement:** I have read and understand this Transportation Policy and agree to abide by the expectations and responsibilities set forth therein. I understand that a violation of any portion of this Transportation Policy may result in the loss of my status as a driver and/or leader for Christ the King Lutheran Church.

CtK Driver \_\_\_\_\_  
Signature Date

**Adult Passenger Acknowledgement:** I have read and understand this Transportation Policy and agree to abide by the expectations and responsibilities set forth therein. I understand that a violation of any portion of this Transportation Policy may cause me to lose the privilege of being transported by CtK drivers.

Adult Passenger \_\_\_\_\_  
Signature Date

**Parent/Guardian Acknowledgement:** I have read and understand this Transportation Policy and agree to abide by the expectations and responsibilities set forth therein; furthermore, I will hold my child (signature below) responsible for following the Passenger expectations and responsibilities. I understand that a violation of any portion of this Transportation Policy may cause my child to lose the privilege of being transported by CtK drivers.

Parent/Guardian \_\_\_\_\_  
Signature Date

Minor Passenger \_\_\_\_\_  
Signature Date