

Safe Driving Checklist

Despite the COVID-19 pandemic, many religious organizations still are running activities that involve driving. You may, for example, sponsor a brigade of volunteers who grocery shop for vulnerable members of your community.

Having safe and reliable transportation, with responsible drivers, is important at any time.

Anyone who drives a religious organization's vehicle, rents a vehicle for your organization's business, or even uses his or her own vehicle for church-sponsored activities should follow the applicable guidelines on this checklist:

- Drivers should be between the ages of 25 and 70.
- Conduct background checks on all drivers. Praesidium offers discounted background checks to Episcopal institutions. It can be reached at (817) 801-7773.
- Use two or more drivers on long trips in order to avoid fatigue.
- In addition to the driver, make sure there is an adult responsible for supervising children.
- Complete a vehicle inspection checklist before all church-sponsored trips to ensure that everything is operational:
 - headlights and brake lights
 - blinkers
 - tires
 - oil
 - battery connections
 - engine belts
 - fluid levels and absence of any leaks
- Determine maximum allowable speeds for drivers.
- Cancel trips when driving hazards such as fog, high winds, heavy rains, or severe weather conditions exist.
- Ask that drivers of personal vehicles for church business show proof of auto insurance.
- If renting a car, consider purchasing additional liability coverage from the rental agency.
- Require drivers to leave behind an itinerary, including the route, expected time of travel, and contact numbers.

Equip any organization's vehicle with a fire extinguisher and first aid kit, as well as an emergency kit [link to article: will be added after it has been converted to stable PDF link], which includes items such as kitty litter (to gain traction on ice), a shovel, and emergency flares.

Periodic Check-Ins

Check in with your religious organization's drivers to make sure they're aware of and meet the guidelines, even if they have been working with you for a long time. It's a good idea to remind drivers of the checklist and check-in requirements on an annual basis and to print or otherwise distribute a vehicle inspection checklist to be completed before long trips. If a vehicle has not been driven in a significant amount of time, a visual inspection is especially necessary.

If you have questions about your organization's Auto Liability Insurance, **contact your Church Insurance representative.**