

North American Division Working Policy
S 60 31 (GC S 60 30-3) Vehicle Insurance

1. *Commercial Auto*—Liability protection should be secured on all owned, hired and non-owned vehicles used on behalf of the employing organization, with adequate limits of bodily injury and property damage liability. All vehicles owned by each organization should be included in one policy, with an automatic fleet endorsement or equivalent attached. All vehicles should be registered in the legal corporate name of the governing denominational entity and included on the master policy. This includes academies and local entities. (See S 60 10 for minimum limits of liability.)

2. *Maintenance*—Each vehicle owned or operated by the denominational entity shall be inspected and shall adhere to a regular maintenance schedule. Before the vehicle is used it is the driver's responsibility to check the mechanical condition of the vehicle. If the vehicle is unsafe to operate, substitute transportation shall be arranged.

3. *Vehicle Use*—All vehicle usage should comply with all Federal, state and/or provincial laws. Vehicles owned or registered in the name of denominational entities shall not be lent, leased, or rented to nondenominational organizations nor leased or rented to individuals.

4. *Driver Record/Qualifications*—All drivers shall be properly licensed and comply with all Federal, state and/or provincial law for the class of vehicle being operated. The recommended minimum age for drivers shall be twenty-one (21) years. A minimum allowable age of nineteen (19) years old may be granted with the approval of the conference officers. The driving record (Motor Vehicle Record) of each driver shall be obtained from state/provincial records and reviewed on a regular basis. Drivers shall have an acceptable driving record during the previous three years with not more than two traffic citations and no at-fault accidents while driving any vehicle. When a driver does not meet the above driving standard, he/she shall not be assigned to or retained for a driving position.

5. *Load capacity*—Vehicles should not be operated carrying more than the official rated load capacity. All vehicle occupants are required to wear seat belts and/or shoulder belts as required by law and OSHA (Occupational Safety and Health Act of 1970) standards/or the appropriate government agency.

6. *Bus Use*—Buses shall be used only for official activities of the Seventh-day Adventist Church and shall not be loaned, leased, or rented to individuals or nondenominational organizations.

a. Pre-1977 buses shall not be purchased or otherwise obtained. It is recommended that currently owned pre-1977 buses should be removed from the fleet.

b. Each bus shall be systematically inspected and shall adhere to a regular maintenance schedule with all chassis, suspension, steering, and brake work to be done by certified

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mechanics. A copy of the maintenance schedule and all other written records of maintenance shall be kept current and available for review.

c. Before operating the bus, the driver shall determine that the bus is in safe mechanical condition, is equipped as required by law, and that all equipment is in good order. If immediate repairs cannot be accomplished, substitute transportation shall be arranged.

7. Fifteen-Passenger Van Use—In the interest of safety, denominational organizations are advised against the purchase, lease, rental or use of fifteen-passenger vans for sponsored activities.

a. Currently owned fifteen-passenger vans shall be properly maintained and the driver is required to conduct a pre-trip inspection to determine if the vehicle is in safe operating condition.

b. Fifteen-passenger vans shall not be allowed to tow a trailer or use a roof mounted luggage/equipment rack.

c. It is recommended that all drivers who operate a fifteen passenger van be licensed with a minimum of a Commercial Drivers License (CDL) or better in accordance with Federal, State or Provincial laws in the local jurisdiction.