

Transportation Safety Checklist

To assess the need for improvement and to more adequately keep your members and volunteers safe and secure in the area of transportation, please complete the following safety checklist.

Question	Yes	No
1. Is there a team or person who oversees church transportation?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do we have a written and clearly communicated "Transportation Policy?"	<input type="checkbox"/>	<input type="checkbox"/>
3. Do we pre-select and screen all drivers?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do we require drivers to be between the ages of 25-70?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do we conduct pre- and post-trip inspections on all church and privately owned vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are trip safety procedures clearly stated to participants prior to each departure?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are vehicles equipped with seat belts?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is seat belt use mandatory?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are vehicles equipped with safety equipment (for example, fire extinguisher and first aid kit)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do we have an accident reporting kit in each vehicle?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are drivers or trip leaders equipped with cell phones or another method of communication?	<input type="checkbox"/>	<input type="checkbox"/>
12. Has our insurance agent been consulted about our transportation plans?	<input type="checkbox"/>	<input type="checkbox"/>
13. Does our church have business auto insurance coverage?	<input type="checkbox"/>	<input type="checkbox"/>
14. Does our church have non-owned and hired automobile liability coverage?	<input type="checkbox"/>	<input type="checkbox"/>
15. Has our church developed a policy regarding the personal use of private vehicles in transportation for church events?	<input type="checkbox"/>	<input type="checkbox"/>
16. Have we discussed the serious rollover and crash risks associated with 15-passenger vans?	<input type="checkbox"/>	<input type="checkbox"/>
17. Have we considered banning the use of 15-passenger vans or requiring that vans are equipped with proper safety equipment (for example, dual rear wheels and stability control systems)?	<input type="checkbox"/>	<input type="checkbox"/>
18. Do we recognize that mini-buses meeting federal school bus standards are among the safest vehicles on the road?	<input type="checkbox"/>	<input type="checkbox"/>

Important: If you answered "No" to any of the questions above, corrective action should be taken as soon as possible. Please see page 2.

Corrective Actions Taken

Please define the corrective actions taken for any “No” responses to the questions on page 1.

Completed by:

Date:

"No" Item	Corrective Action Taken