

**St. Philip Lutheran Church, ELCA**  
**Raleigh, North Carolina**  
**Transportation Policy**  
**January 2004**

In order to maintain safety when transporting the children and youth of St. Philip Lutheran Church, the following must be followed:

**Safety Rules for Vehicular Travel**

- Drivers must be 21 years of age or older and have a valid driver's license that has not been suspended or revoked for any reason.
- Drivers must hold bodily injury liability insurance policy with a minimum value of \$100,000 for each person and \$300,000 for each accident. A valid proof of insurance certificate must be presented to the adult leader prior to departure.
- A retreat information sheet must be filled out on all events and left with a designated staff member or volunteer of St. Philip Lutheran Church.
- Emergency kits provided by St. Philip must be in vehicles for every retreat.
  - One car – One emergency kit
  - Two cars – One emergency kit
  - Three – Five cars – Two emergency kits
- St. Philip highly recommends that drivers do not operate cell phones while driving on youth events except to communicate with other vehicles in the group. If you must use your cell phone while driving, the following should apply:
  - Where state laws exist to restrict or limit cell phone usage, all drivers shall meet the requirements of those laws.
  - Where no laws exist, all cell phone usage should be restricted while driving. These restrictions include the use of hands-free devices, auto answer, and/or voice-activated dialing.
  - Calls should be brief and to the point. Extended calls should be avoided.
  - All calls should be avoided in inclement weather and heavy traffic.
  - Walkie-talkies and similar devices may be used for communication between vehicles but should follow the same rules as cell phones.
- No youth should drive themselves to any event, unless in the case of extremely circumstances. Should there be a case of extreme circumstance and a youth must drive themselves to an event, the youth is subject to the following conditions:
  - Six months' driving experience as a licensed driver (time on a learner's permit or equivalent is not to be counted).
  - No record of accidents or moving violations.
  - Parental permission has been granted for the youth to drive and communicated to the adult leader.
  - The youth may not drive any other participants to, from, or during the event.
- Drivers and passengers, regardless of age, must at all times wear a seatbelt.
- All passengers must remain seated while the vehicle is in transit.
- Children and youth must obey the driver and other adult chaperones in transit.

### **Small child safety**

- All children age 12 and under should sit properly restrained in the back seat.
- A child less than eight years of age and less than 80 pounds in weight shall be properly secured in a weight-appropriate child passenger restraint system.
- Never use a lap belt across a child sitting in a booster seat.
- Never place a child in a child safety seat in the front seat of a vehicle equipped with a passenger air bag.
- Never put the shoulder belt behind a child's arm or back because it eliminates the protection for the upper part of the body and increases the risk of severe injury in a crash. The shoulder strap should cross the collarbone, and the lap belt should fit low and tight.
- Never use pillows, books, or towels to boost a child. They can slide around.
- Young children and infants always should ride in age and size-appropriate child safety seats. The safety seat should be held properly in place by the vehicle's seat belts, and the child should be correctly buckled in the child safety seat. A child who has outgrown the child safety seat should use a booster seat until a proper fit can be obtained with a seat belt.

### **While in route**

- Drivers are expected to use their good judgment to drive at a safe speed with the flow of traffic.
- Regular break stops should be made, regardless of length of driving time.  
Recommendations are:
  - One - two hour drive time – No stop required
  - Two hours or longer – Stop recommended every two hours
- During rest or tour stops, children and youth are to walk about in groups of at least three.
- Drivers are to remain within visual distance of each other. Drivers are not to separate from one another unless extreme circumstances prevail.
- In larger vehicles that have a back seat that is hidden from the drivers view (i.e. mini-vans, etc), there will be no mixing of male and female.
- It is recommended that vehicles operate with head lights on at all times.

### **Breakdowns, Emergencies, Illness En Route**

- Breakdowns are to be phoned to a designated staff member or volunteer of the congregation. Other adults will supervise while help is sought out. Instructions will be given from the contactee regarding whether to wait for assistance or to seek local help, depending on the location of the breakdown.
- Passenger illness will be treated in a prompt and caring manner and will include, if necessary, stopping en route to rest or to seek professional medical assistance. In the event stopping becomes necessary, the adults will notify the designated staff member or volunteer of the congregation and/or the parent by phone as soon as possible.
- The Adult leader should have a copy of all medical release forms and should keep them in an accessible location.

## **Accident Procedure**

- Do not leave the scene before the police have arrived!
- If there are injuries:
  - Remove uninjured passengers to a safe location and secure supervision (preferably another adult)
  - Assess the injured and administer first aid as appropriate
  - Call 911 or send someone to do so.
- When the situation is stabilized or if there are no injuries:
  - Exchange names, license numbers (driver's and vehicle), and insurance information with the drivers of other vehicles involved.
  - Get the names, addresses, and phone numbers of any witnesses present.
  - Call the designated staff member or volunteer of the congregation and inform them of the accident.
  - The staff member or volunteer will then direct you on how to proceed based on the situation.
  - Never speak of fault or blame to anyone, on or off the record.
  - Be sure to get the name and badge number of any assisting police officer.
  - If an injured party is transported to an area hospital, attempt to find out which hospital is being used.
- Only the designated staff person or volunteer of the congregation will contact parents of injured passengers – except in the event that a hospital insists on contacting the parents regarding treatment of their child.

## **Public Relations Concerning an Emergency**

- Cooperate fully with the authorities.
- Know the essential facts, i.e., nature of events, results. Stick to the facts! Do not offer opinions.
- Do not volunteer information to spectators, youth, or strangers.
- If asked about insurance coverage, exchange your personal insurance coverage.
- In dealing with the news media/public, maintain an attitude of cooperation, but do not give any information.
- Never give any information off the record.
- Contact a St. Philip pastor or youth director as soon as possible and update them on the situation.

## Youth Event Worksheet

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Date(s) of Event \_\_\_\_\_

Event Name \_\_\_\_\_

Location of Event \_\_\_\_\_

Emergency Phone Number \_\_\_\_\_

### Adult Leadership

Name \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone \_\_\_\_\_

\*Drivers License # \_\_\_\_\_

\*License Plate # \_\_\_\_\_

\*Make/Model of Vehicle/Year \_\_\_\_\_

Insurance Policy # and Carrier \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone \_\_\_\_\_

\*Drivers License # \_\_\_\_\_

\*License Plate # \_\_\_\_\_

\*Make/Model of Vehicle/Year \_\_\_\_\_

Insurance Policy # and Carrier \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone \_\_\_\_\_

\*Drivers License # \_\_\_\_\_

\*License Plate # \_\_\_\_\_

\*Make/Model of Vehicle/Year \_\_\_\_\_

Insurance Policy # and Carrier \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone \_\_\_\_\_

\*Drivers License # \_\_\_\_\_

\*License Plate # \_\_\_\_\_

\*Make/Model of Vehicle/Year \_\_\_\_\_

Insurance Policy # and Carrier \_\_\_\_\_

\*If driving vehicle either personally owned or rented.

### Mode of Transportation

Car

Van

15-passenger Van

Bus

Other \_\_\_\_\_

### Group Participants

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