

PBCC Driver Expectations

Peninsula Bible Church Cupertino Transportation Policy

Peninsula Bible Church Cupertino requires anyone driving PBCC vehicles and/or students or children under the age of 18 to any PBCC function in their own personal vehicles, to be in compliance with these policies:

ALL PBCC DRIVERS

- The driver must be at least 25 years old, but not more than 65 years old to drive students or children of our Church, unless they are their own children or grandchildren. Drivers outside of these recommended age ranges should have clean driving records and be at least 21 years old with at least 5 years of extensive driving experience.
- The driver must watch “The Road to Safer Transportation” DVD, fill out a Driver Application and submit a copy of their valid Driver’s License and Insurance Card.
- Notify the Ministry Leader or the Business Administrator immediately if there is a change in your insurance or driver’s license..
- The driver must adhere to designated driving speeds and D.M.V. driving laws at all times.
- The driver must have a required seat belt for each passenger in the vehicle, and is responsible to be sure that each person wears his/her seat belt. **(No double belting is permitted)**
- The driver must adhere to D.M.V. car seat requirements when driving young children. California’s Child Passenger Safety Seat law requires children to ride in either a car seat or booster seat until the age of eight, or until they reach a height of 4 feet 9 inches. This law also requires children who do not meet the age or height requirement to ride in the rear seat of a vehicle unless the vehicle has no back seats, the restraint system cannot be properly installed or the rear seats are already occupied by children under age eight. However, the law still maintains that a child may not ride in the front seat of a vehicle with an active passenger airbag if they are under one year of age, less than 20 pounds, or riding in a rear-facing child safety seat.
- Use of a cell-phone or other electronic device by the driver while the vehicle is in motion is prohibited.

USE OF PERSONAL VEHICLES

- The driver must have and provide proof of liability and property damage insurance on the vehicle to be driven (insurance policy declaration page). Personal insurance is primary in the event of an accident.

PBCC VEHICLES

- Use a Vehicle Request Form to reserve a PBCC vehicle, **one per vehicle**, indicating **who will drive**.
- Check keys out with the Facilities Manager on the day of the event. If the event is on a non-business day, the driver will need to check keys out no later than 4:30 p.m. on the business day prior.
- Please return PBCC vehicles after the event with a full tank of gas, all personal items removed, and inside clean.
- PBCC vehicles should be left in the church parking lot when finished. If it is during business hours, lock the vehicle and return the keys and completed PBCC Vehicle Use Form to Facilities personnel or the Ministry Leader responsible for the event. If it is after business hours, put the keys and completed PBCC Vehicle Use form in the glove box and lock the vehicle.
- The Ministry Leader will instruct the driver on reimbursement of funds for gas or any other unforeseen out of personal pocket expense regarding a PBCC vehicle.
- The Ministry Leader will instruct the event driver on proper conduct while driving students/children of Peninsula Bible Church Cupertino, whether in PBCC vehicles or personal vehicles.
- We understand that damage sometimes occurs; therefore, the driver of a PBCC vehicle must report any damage or other incidents while vehicle is in their possession to the Facilities Manager and to the Ministry Leader immediately. In the event of a collision, fill out both the DMV and the Church Mutual accident reports at the scene.
- The driver of the vehicle must be the same person indicated on the Vehicle Request Form. Switching drivers is strictly forbidden and may be cause to revoke driving privileges.
- Should an emergency necessitate a change in the driver of a vehicle, whether PBCC or personal vehicle, the driver must inform the PBCC Ministry Leader of that change. If possible, the new driver must have a current approved driver application on file. The Ministry Leader must then inform the Facilities Manager or Business Administrator of the change.