

# Memo

**To:** Brant Henshaw  
**Date:** June 24, 2024  
**From:** Van Vong  
**Subject:** AUTOMOBILES USED FOR CHURCH SPONSORED ACTIVITIES

As respects church sponsored activities whether using personal autos for church activities or rental vehicles, this poses a liability to the church and group insurance program.

We provide the following suggestions regarding renting or using personal autos for church-sponsored activities:

- Drivers should be between the ages of 25 and 70.
- Background and MVR checks should be conducted on all drivers.
  - Use two drivers on long trips, sharing the driving to avoid fatigue.
- Be sure there is a dedicated adult responsible for supervising children.
- Complete a vehicle inspection checklist before all church-sponsored trips.
- Check lights, blinkers, tires, fluid leaks, etc.
- Determine maximum speeds that all drivers are not to exceed.
- All drivers should stop at all railroad crossings, driving as though they expect a train on the tracks.
- Consider cancelling trips when driving hazards such as fog, heavy rains, or severe wind conditions exist.
- Avoid nighttime driving whenever possible, since things may appear different than they do in daylight conditions, causing difficulties.
- Strictly prohibit cell phone use while driving.
- All occupants should always wear safety belts.
- Always drive with headlights on. Automobiles with headlights on during daylight hours are visible from three times further away than cars that do not have their lights on.
- Use of 15-passenger vans is not recommended.
- Leave an itinerary with someone at the church; include the route, expected time of travel, and contact numbers

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