

Child Evangelism Fellowship of Washington, Inc.

Transportation Policy

Updated 12-31-2024

The CEF of WA State Transportation Policy is based on policy contained in the CEF USA Operations & Policy Manual V7.0. The policy in its entirety is found in section 200.3.6, Transportation Policy. USA Ministries recommends that the best practices for children returning home after Good News Club® is not the responsibility of the club leader. Parents should be responsible for picking up and/or dropping off children at clubs.

All Child Evangelism Fellowship® (CEF) workers or volunteers who provide transportation for minors, or transportation of CEF owned vehicles or trailers must meet these requirements:

- Meets criteria as an approved CEF volunteer and as an approved CEF driver
- Maintain compliance of two-worker rule; never be alone with a minor
- Clean driving record based on previous 7 years (includes driving with valid permit or license)
- The driver has obtained the proper licensing for the type of transportation offered; licenses will vary based on the number of passengers transported in a single vehicle
- Compliance with federal and state laws
 - The WA State Driver's Guide may be found by searching online for WA state driver guide
 - Cell phone and seatbelt information website:
<https://handsfreeinfo.com/washington-seat-belt-laws/>
- CEF of WA maintains additional insurance for drivers already covered by an individual automotive policy with a minimum amount of liability insurance. (1) \$50,000 liability per person for bodily injury; (2) \$100,000 liability per incident for bodily injury for all vehicle occupants; and (3) \$50,000 liability for property damage.
- Drivers must carry: Driver's License, proof of Insurance, CEF of WA Collision Report Form
- If ticketed by a law enforcement officer while driving on behalf of CEF, report to the local director and CEF state office immediately. Approved Driver Status will be reconsidered at that time.
- Parental permission forms obtained from the parent(s) of child being transported
- Permission form must state the dates that the parent is giving permission for
- New forms must be completed by parent(s) if transportation falls outside of dates on the original form
- In the event of a collision:
 - Contact the appropriate emergency services
 - Contact the local director immediately following emergency services. If transporting minors, the local director must contact the parents/guardians
 - The local director must contact the state director as soon as possible with accident details
 - A CEF of WA Collision Report Form must be filled out by the driver and sent to the State Office within 24 hours of the incident
- All forms must be retained permanently

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Collision Report Form

Today's Date _____

Reported By _____

Title _____

Phone Number _____

Alternate Phone _____

Claim Details

Date of Collision _____

Accident Location (Street Address) _____

Occupants of CEF Driver's vehicle: _____

Injuries Claimed

List the persons injured and/or owners of the damaged property. Attach extra page(s) if necessary.

Name _____ Age _____

Address _____

Street City State Zip Code

Phone _____ Email _____

Injury or property damaged:

Name _____ Age _____

Address _____

Street City State Zip Code

Phone _____ Email _____

Injury or property damaged:

Name _____ Age _____

Address _____

Street City State Zip Code

Phone _____ Email _____

Injury or property damaged:

Witnesses

Please list up to three witnesses to the collision

Name _____ Age _____

Address _____

Street City State Zip Code

Phone _____ Email _____

Name _____ Age _____

Address _____

Street City State Zip Code

Phone _____ Email _____

Name _____ Age _____

Address _____

Street City State Zip Code

Phone _____ Email _____

Details of the Collision

Please fully describe all details regarding this incident. Attach extra page(s) if necessary.