



ZION BAPTIST CHURCH TRANSPORTATION MINISTRY

“SO THEN, WHENEVER WE HAVE AN OPPORTUNITY; LET US WORK FOR THE GOOD OF ALL, AND ESPECIALLY FOR THOSE OF THE FAMILY OF FAITH.” GALATIANS 6:10

MISSION: The Mission of the Zion Baptist Church Transportation Ministry (ZBCTM) is to provide safe, reliable, convenient and affordable transportation services to members and guests of Zion Baptist Church for the purpose of attending scheduled worship services as well as any other approved church-sponsored activity or event authorized by the Board of Trustees and/or the Pastor of Zion Baptist Church. Members of Zion Baptist Church and their guests utilizing the transportation services should be seniors (above 65 years of age) and/or requiring “special need” assistance. Other Ministries of Zion Baptist Church may also request the use of the Transportation Ministry’s services provided said requested usage has been approved by either the Pastor of Zion Baptist Church or another designated Official of Zion Baptist Church.

ADVISORY COMMITTEE: The Chairperson of the Zion Baptist Church Transportation Ministry is Trustee David J. Saunders and the Vice Chairperson is Deacon Joseph J. Dyson. The Advisory Committee of the ZBCTM shall consist of the following persons: the Church Pastor, a Church Official, a Church Lay Member that frequently utilizes the transportation services, and a Senior Church Lay Member that is familiar with disability/special needs assistance matters. The Members of the 2017 ZBCTM Advisory Committee are as follows: Pastor Keith W. Byrd, Sr., Deacon Donella Jo Darby, and Sister Elaine S. Saunders. Both the Chairperson and Vice Chairperson are also members of the ZBCTM Advisory Committee. The Advisory Committee is charged with providing an ongoing assessment and evaluation of the mission and functions, roles and responsibilities and performance standards of the ZBCTM. Note: The Advisory Committee will schedule quarterly meetings with Pastor Byrd (To Be Determined).

LIST OF CURRENT DRIVERS: Trustee David J. Saunders, Deacon Joseph J. Dyson, Trustee Lynette Thomas, Brother Pedro (Pete) Makins, Jr., Deacon Donald Gholston, Minister Brent McQueen, and Brother Curtis Bullock.

SCHEDULE FOR SUNDAY MORNING WORSHIP SERVICE: The Transportation Ministry will provide regularly scheduled pick-up/drop-off for Sunday Morning Worship Service during the months of March through December. During the months of January and February scheduled pick-up/drop-off service will be determined based on road safety concerns due to inclement weather. The decision to provide transportation services will be at the sole discretion of the scheduled driver and all passengers must be notified no later than 8pm on Saturday.

STANDARD POLICIES, PROCEDURES AND PRACTICES FOR TRANSPORTATION MINISTRY

Inspection Checklist for Church Bus: All drivers are to thoroughly inspect both the exterior and interior of the church bus prior to departing the Family Life Center. If in the unlikely event that there is not enough fuel for the duration of the scheduled pick-up/drop-off service the driver should purchase gasoline and submit a voucher for reimbursement to either Deacon Joe Dyson or Deacon Donald Gholston. Any discrepancy that is noticed with regard to operational capability, safety concerns and/or overall cleanliness of the church bus should be documented in the driver’s handbook and also brought to the attention of Deacon Joe Dyson or Deacon Donald Gholston.

Ridership Qualifications: Ridership on the church bus is specified as members of Zion Baptist Church utilizing the transportation services who are seniors above sixty-five (65) years of age and/or requiring “special need” assistance. However, it should be noted that with respect to ridership qualification the driver has the discretionary authority to make a determination of any passenger(s) that are referred and/or request transport on the church bus.

Driver's Responsibility: All drivers are to obey the posted traffic regulations to include safe driver protocols as well as obeying all posted speed limit requirements. If in the unlikely instance of a traffic violation being reported by the DC Department of Motor Vehicle Office then the driver who was driving during the reported citation is directly responsible for payment of any citation. If in the unlikely instance of any damage to the church bus the driver is to record the damage, to include taking any photographs, and report the damage to either Deacon Joe Dyson or Deacon Donald Gholston. If in the unlikely instance of an accident while driving the church bus, the scheduled driver is to contact 911 immediately to report the incident as well as document the situation that caused the accident, to include taking any photographs and/or need for medical assistance. In addition, the driver must notify either Deacon Joe Dyson or Deacon Donald Gholston as soon as possible. Continued failure to properly maintain a safe and reliable driving record based on the above stated stipulations may result in a possible suspension or if necessary the removal of an individual's driving privilege as a valued member of the Transportation Ministry.

Passenger's Responsibility: All passengers are to notify the scheduled driver if they will not be available for pick-up as soon as possible so that the driver can adjust the pick-up schedule. If a passenger will not require a drop-off after Sunday morning service they are to notify the driver as soon as possible so that the driver can adjust the drop-off schedule. All passengers are to refrain from profanity and/or excessive loud talking while riding on the church bus as well as refrain from distracting the driver while the church bus is moving. All passengers are to also exercise decent behavior towards other passengers to include making the front seating area available to any passenger(s) with a limited mobility condition so as to not have them walk towards the rear of the church bus. In addition, passengers are to refrain from eating or drinking while on the church bus. Exceptions will be made when cold drinks or hot drinks are offered by the driver to the passengers during extreme weather (i.e. – excessive heat or freezing weather).

Emergency Response Guidelines: In the unlikely event that any passenger(s) becomes sick while riding on the church bus, the scheduled driver must use common sense when determining whether to call 911 or attempting to transport the sick passenger(s) directly to the nearest fire department or hospital. The scheduled driver is also responsible for notifying the sick passenger's point of contact person and/or sheepfold deacons as soon as possible. If the driver is able to continue with the scheduled pick-up/drop-off route, after the emergency has been taken care of, then the driver should make every available effort possible to keep the other passenger(s) as calm as possible.

Special Transportation Services: The Transportation Ministry may from time to time provide special transportation services as follows: Easter Sunday's Service, Thanksgiving Eve's Service, Christmas Eve's Service, New Year's Eve Service and the CBWCC's Senior Luncheon are to be coordinated through the Transportation Ministry's Advisory Council in order to determine the appropriate pick-up/drop-off schedule for passengers. In addition, if any passenger is desirous of attending any scheduled activities or events at Zion Baptist Church other than on a Sunday morning they are to coordinate pick-up/drop-off arrangement with Sister Elaine S. Saunders who will inform them if this request will be approved. The approved special transportation services would include: funerals, weddings, ministry anniversaries, special birthday party celebrations, church revivals, special church musical concerts, and prayer breakfasts as well as, if requested, attendance at church semi-annual/annual meetings. In addition, the Transportation Ministry must be notified of any other requested usage of the church bus.

Respectfully Submitted November 15, 2016 by Trustee David J. Saunders, Chair, Transportation Ministry