

HEALTH & SAFETY HANDBOOK

SUNNYBROOK COMMUNITY CHURCH

AUGUST 2005

SUNNYBROOK COMMUNITY CHURCH HEALTH & SAFETY HANDBOOK

Thank you for taking time to read this handbook!

The purpose of the policies and procedures in this handbook is to protect children and students, protect you, and protect Sunnybrook Community Church.

Those who work with children and youth are responsible for fostering a safe, nurturing environment where people can come to know and grow in a relationship with Christ. An important factor in creating this environment is establishing **trust**. People need to be able to know that the body of Christ is a safe place where they can trust those who are ministers (volunteers or paid staff).

We view ourselves as partners with parents, seeking to create programs where their youth and children can grow in the Lord.

This handbook is intended to be a condensed version of the policies and procedures as laid out in the Sunnybrook Community Church Health and Safety Guidelines approved by the consistory. For complete details, please refer to that document.

Even though no system is fail-safe, Sunnybrook's guidelines are designed to protect and promote growth for each child and adult involved. Also, these guidelines are provided for you (the volunteer) to help you avoid putting yourself in situations that could lead to false allegations being made against you.

Note: The term "staff member" is used as a reference to both paid staff and volunteers in children's and youth ministry.

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VERBAL & PHYSICAL INTERACTION

When Jesus ministered to people, He loved them through words and touch. He touched the physically ill while healing them. He touched babies and children.

Appropriate touching and interaction is an expression of affirmation and is important in ministry. However, touching, physical affection and interaction must be appropriate in only a positive manner that mirrors God's love. The following guidelines are stated to insure that touching is not carried out in a way that humiliates, offends, or confuses and misleads:

APPROPRIATE TOUCH

- Casual touching of a child/youth's hand, arm, shoulder, and head is allowed as long as it is not offensive to the child or youth.
- Sitting on laps may occur with children ages birth to pre-school. All other ages will be encouraged to sit next to the staff member.
- Full contact or body-to-body hugs (if mutually agreed upon) are to be only given in public. "Side hugs" or "one-arm hugs" are recommended.

INAPPROPRIATE BEHAVIOR

The following standards apply to all staff, children, and youth activities sponsored by Sunnybrook (on or off church property). Staff is encouraged to advise each other when their own behavior is questionable. Questionable behaviors shall be reported to the proper supervising staff member.

- Regardless of relative ages, it is never appropriate for a staff member and a youth group member to date each other. Also, it's never appropriate for a staff member to date a close friend of a youth group member.
- No tobacco products or alcoholic beverages of any kind are allowed.
- No non-prescribed chemical substances of any kind are allowed.
- No physical violence between two or more individuals is allowed.
- No inappropriate displays of affection are allowed.
- No profane, demeaning, harassing, or obscene language, gestures, or mannerisms are allowed.

INAPPROPRIATE PHYSICAL & VERBAL DISCIPLINE

- Corporal punishment (hitting, slapping, pushing, and kicking) is not allowed.
- Disciplining by using threatening, harsh or hurtful language is not allowed.
- Discipline intended to humiliate a child or youth is not allowed.

APPROPRIATE DISCIPLINE TECHNIQUES

- Remind the child or youth of the expectations of their behavior. Help the child/youth focus on more acceptable behavior.
- Distracting the child or youth with another activity.
- Use an age-appropriate "time out" strategy.

APPROPRIATE DISCIPLINE TECHNIQUES CONTINUED

- Use the “3-strikes-and-you’re-out” approach. At the 3rd warning the child or youth calls home to be sent home. The child or youth explains why they’re going to be sent home, and parents are instructed to pick them up immediately.
- Ask parents to attend the next program and participate in the activities.
- Parents should be informed of repeated negative behavior and/or when a child or youth misbehaves beyond what minor correction can control.

BEING ALONE WITH A CHILD OR YOUTH

Always try to follow “two-adult” guideline: It’s important that staff try (to the best of their ability) NOT to be alone with a child or student. Instead, two adults should always be present. If, however, there is no alternative, proper guidelines should be followed:

Leading children’s or youth small groups

- As much as possible, there shall be two adult staff members with each group of children or youth. If a 2nd adult isn’t present, closed classroom doors must be left ajar, unless the door has windows.
- Small groups shall meet in groups of not less than three (3) persons.

Having one-on-one contact with students

One-on-one encounters between staff members and students at church events are an important part of ministry. However, caution needs to be taken. Also, one-on-one encounters that are off church property and outside of a church event are highly discouraged. When having one-on-one contact with a student:

- Never meet alone with a student in a closed room or area.
- Notify another adult staff member around you (in the same building) that you’re meeting with the student. Make sure another adult is aware and near the encounter at all times. If another adult isn’t around, re-schedule the meeting.
- Meet in an open area on church property where you can be seen (i.e. gym, fellowship hall, hallway, etc.)
- Each student staff member (student helper) will not be allowed to have one-on-one time alone with the children they are serving. An adult supervisor must be present.
- When visiting schools and checking students out for an off campus activity during school hours, school policies shall be followed and parental consent shall be necessary.
- DO NOT meet one-on-one with a student off church property unless parents have been notified.
- Sunnybrook accepts no responsibility for activities not sponsored by the church among children or youth and staff members, such as babysitting, recreation, or other social situations.
- One-on-one encounters off the church premises (preferably at a public place) are the responsibility of the staff member(s), the parent(s) and/or child or youth.

While on trips & events

- Sleeping areas for males and females shall be separate.
- Only staff members of the same gender as the students can sleep in the same area.
- Staff members will never sleep in the same bed, couch, air mattress, etc., with any child or youth.
- In the event of a child or youth's persistent behavior problems, parents of the individual shall be called and asked to pick up the child or youth. Any expense incurred for this process shall be the responsibility of their family.
- While waiting for parents to pick up students, 2 staff members will stay with all children or youth until they are in the custody of their parents/guardians or until driving-age youth have left the premises.
- Whenever a staff member will be transporting children or youth without a second (or additional) adult present, the leader shall call a parent or legal guardian of each youth affected to obtain their permission and to make specific arrangements for the transportation.

INJURIES, ILLNESSES & MEDICAL EMERGENCIES WHILE ON TRIPS

- **Refer to the MEDICAL EMERGENCY SECTION of this handbook.**
- The Ministry Director or trip leader will carry a copy of all medical release forms and emergency contact information.
- Call the parents/guardian regularly before and after the treatment. Calmly explain the situation and the treatment.
- If a child or youth has an illness or injury, a staff member needs to be with them during all phases of treatment until a parent or legal guardian arrives or the student is taken home from the trip.
- You can administer over-the-counter drugs (i.e. aspirin, ibuprofen, Pepto-Bismol, etc) with the permission of the parent/guardian. Permission shall be given by using the permission slip or by verbal parental/guardian consent over the phone

BATHROOM USE

- No child, over five (5) years of age shall be assisted in the restroom unless he/she is physically, mentally, or emotionally challenged.
- If assistance is needed and whenever possible adult men shall help the boys and adult women shall help the girls. Under no circumstances will men help girls, but women may help boys.
- Staff members shall stay outside the bathroom door while children are using the restroom unless the child requests assistance.
- If a child requests assistance, the bathroom door shall be left ajar. (Door props are located in all bathrooms and are to be used to prop the doors open when assisting children.)
- Children must request permission from an adult staff member to leave the classroom.

NURSERY

Whenever possible, the nursery is available for children ages 0 – 48 months old.

General Guidelines

- A minimum of one adult staff member and an assistant shall be present in each nursery area at all times.
- Adults must be replaced with other approved adult substitutes.
- Nursery staff shall sign-in before they begin their caretaking responsibilities and sign out when they leave.
- Parents shall be encouraged to sign in their child on the nursery sign-in sheet.
- Parents or guardians shall be informed of the child's "Paging Number". If they are needed during a service, the nursery staff will page the parents using this number.
- Children shall be released only to parents or legal guardians unless other arrangements have been made with the nursery staff.

Toileting and diapering

- Whenever possible, adult female nursery staff members shall change diapers.
- Staff members shall wash their hands with soap and warm running water before and after assisting with toileting, diapering, or wiping noses, and or after exposure to body fluids.
- The changing area shall be located within clear view of anyone entering the room.
- Nursery staff shall wear disposable plastic gloves when changing diapers or dealing with body fluids
- Changing tables and surrounding surfaces should be sanitized after each use.
- All contaminated materials shall be placed in a plastic-lined, covered container out of reach of children.

ABUSE, SELF-DESTRUCTIVE BEHAVIOR & ATTEMPTED SUICIDE

RESPONDING TO SUSPECTED CHILD ABUSE

When information is received that is or could be potentially harmful to any child or youth, action must be taken. The care and safety of the victim is the first priority. Reporting suspected child abuse reflects caring for our children and youth.

Before and after reporting, please understand the following:

Take any and every allegation seriously

- Take all allegations of abuse seriously. Adequate care must be shown for the victim's well being.
- Report immediately to the Youth or Children's Ministry Director.
- When the allegation is made against a parent or legal guardian of the alleged victim, they shall not be informed of the allegation. Follow DHS advice regarding any notification. The safety of the child is the most important concern.
- Make a written report, fully documenting the accusation and all efforts at handling the incident and give it to the Ministry Director and DHS. (See "How to Report Suspected Child Abuse" below.)
- Give full cooperation to civil authorities under the guidance of the church attorney. (Of course, any individual has the right to be represented by his or her own attorney.) The Ministry Director will inform the Church Administrator who will notify the church attorney, insurance company, the Consistory, and the Classis. Reporting parties are recommended to cooperate fully with these entities.

Treat alleged victim and the accused with dignity

- Do not attempt an in-depth investigation on your own. This should be left to professionals who are trained and familiar with these cases.
- Do not confront the accused on or off church property.
- Treat the accused with dignity and support.
- The victim must not be held responsible in any way.
- Do not respond in a negative or non-responsive manner to the victim's family.

Respect the privacy of the alleged victim and the accused

- Handle all situations honestly, candidly, and directly with respect for everyone's privacy and confidentiality (both the alleged victim and the accused).
- When reporting suspected abuse, you need to maintain strict confidentiality regarding any and all information about the alleged victim and the accused, out of respect to those involved.
- Do not discuss any aspects of the allegation with anyone outside the investigation of this matter, including any news media.

WHAT IS REPORTABLE CHILD ABUSE?

Neglect: Failing to feed, clothe, supervise, and protect the child

Physical Abuse: Intentional and deliberate physical assault such as burning, biting, cutting, and the twisting of limbs

Emotional or Verbal Abuse: Humiliating, blaming, scaring, belittling, criticizing, or rejecting a child

Sexual Abuse: Sexual contact with a child by an adult or another usually older child; it can include oral, anal, or vaginal sex, fondling, and rape. Voyeurism and pornography are included in this category. Sexual abuse may be violent or non-violent. Child sexual abuse includes both touching and non-touching aspects.

POSSIBLE ABUSE INDICATORS

Physical abuse symptoms include:

- Verbal admission
- Bruises and welts
- Multiple injuries including abrasions, contusions, welts and lacerations
- Burns
- Tethering abrasions (resulting from an area of the body being tied to something else).
- Extreme shyness, avoiding physical contact with adults
- Exhibiting behavioral extremes – withdrawal to aggression

Sexual abuse symptoms include:

- Verbal admission
- Frequent sore throats or urinary tract infections
- Frequent complaints of headaches, stomachaches, backaches
- Sexual knowledge beyond the child's developmental level
- Wearing extra layers of clothes and refusal to remove layers
- Depression and withdrawal from activities and relationships

Emotional abuse symptoms include:

- Verbal admission
- Frequent complaints of headaches, stomachaches, backaches
- Eating disorders
- Difficulty with peer relationships
- Exhibiting behavioral extremes – withdrawal, compliance, aggression, anger
- Very low self-esteem

HOW TO REPORT SUSPECTED ABUSE BY A FAMILY MEMBER

At Sunnybrook, we are permissive reporters. For the safety of those children and youth entrusted to us, we will report suspected child abuse to DHS.

1. **Ask the child** if they are comfortable going home. DHS will need to know this. If they are not comfortable going home, keep them with you until DHS gives further instructions.
2. **Find** the Children's or Student Ministry Director. Give them the oral report regarding what the child shared with you or what you noticed.
3. **Call DHS.** Give them the same oral report over the phone. (This should be done by staff member that has the information from the child, with assistance from the Ministry Director.) DHS will inform you if it is necessary to involve law enforcement.
 - DHS day phone #: 712-255-2699 (Iowa) or 1-888-732-4397 (nationally)
 - DHS after-hours phone #: 800-362-2178. (after working hours, week-ends, holidays)
4. **Ask DHS about notification** of parents/guardian. Follow their advice.
5. **Complete a written report for the DHS** (with assistance from the Ministry Director).
Fax written report to DHS at 712-255-2676 within 48 hours of oral report.
Mail written report to DHS: 822 Douglas Street. Sioux City, Iowa 51101
Give written form to the Ministry Director, who will keep it in a confidential file.
6. **The Ministry Director will notify** the Church Administrator and Senior Pastor ASAP (no later than 12 hours after receiving the allegation).

IF THE ALLEGATION IS AGAINST YOU (STAFF MEMBER)

If the allegation is against you, you will be temporarily suspended until such time as the allegation in question has been fully resolved. You will not be reinstated into any position involving youth and children's ministries unless completely exonerated of all allegations.

SELF-DESTRUCTIVE BEHAVIOR

Self-destructive behavior can lead to serious and even fatal consequences for the youth and others. Their health and safety shall be given priority over confidentiality. However, information regarding self-destructive behavior shall remain as confidential as possible, except to notify their parent/guardian as appropriate. There are two categories of Self-Destructive Behavior:

CATEGORY I includes, but not necessarily limited to:

- Cutting
- Scratching
- Interfering with wound healing
- Burning with heat, fire or chemicals
- Punching oneself or objects
- Infecting oneself
- Inserting objects into body openings
- Bruising oneself or breaking bones
- Some forms of hair pulling
- Eating disorders
- Addictions such as smoking, drinking, illegal drug use, and gambling
- Attempted suicide

Staff Actions for Category I

- Insure immediate safety and well-being of the student (confront if necessary)
- Contact Emergency Medical Personnel (911) if necessary
- Have adult accompany youth to medical facility if necessary
- Notify parent/guardian with details as soon as possible
- Contact Ministry Director or designee as soon as possible
- Complete *Self-Destructive Behavior Form* as soon as possible
- Give *Self-Destructive Behavior Form* to Ministry Director within 24 hours

CATEGORY 2 includes, but not necessarily limited to:

- Driving recklessly
- At risk sexual behavior
- Having a sexually transmitted disease
- Having had or contemplating an abortion
- Having taken or contemplating taking a "Morning After Pill"
- Horseplay with sharp objects
- Criminal activity
- Gang membership or gang related activity

Staff Actions for Category 2

- Obtain information about the person and his/her self-destructive behavior
- Try to identify witnesses
- Notify the Director of Ministry or designee as soon as possible
- Assist the Ministry Director or designee as requested
- If child abuse/sexual assault is discovered, follow the abuse guidelines
- Complete *Self-Destructive Behavior Form*
- Give *Self-Destructive Behavior Form* to Ministry Director within 24 hours

ATTEMPTED SUICIDE

Staff Actions for Attempted Suicide

- Insure immediate safety and well-being of the student (confront if necessary)
- Contact Emergency Medical Personnel (911) if necessary
- Have adult accompany youth to medical facility if necessary
- Notify parent/guardian with details as soon as possible
- Contact Ministry Director or designee as soon as possible
- Complete *Self-Destructive Behavior Form* as soon as possible
- Give Self-Destructive Behavior Form to Ministry Director within 24 hours

TRANSPORTATION

It is the desire of Sunnybrook Community Church to provide for the safe transportation of staff, students and children. To be qualified to drive a church-owned or -leased vehicle, the driver's MVR and accident history will be requested and reviewed.

GENERAL GUIDELINES

- Whenever a staff member will be transporting children/youth without a second (or additional) adult present, the leader shall call a parent or legal guardian of each youth affected to obtain their permission and to make specific arrangements for the transportation.
- Qualified staff members may transport children from church property to attend church-sponsored events and back if a current permission slip is on file in the office.
- All passengers shall be secured in seat belts as required by law.
- Qualified staff members shall become familiar with the use, vehicle safety checklist, and special instructions for operating a 15-passenger van.
- No one shall be transported in the back of a pick-up truck.
- No driver shall be allowed to drive any church-owned or any other vehicle for any sponsored event if there is any reasonable suspicion of alcohol or illegal drug use or possession.
- No person shall drive if taking prescribed medications, under the direction of any physician, which may impair the driver's ability and or judgment in any way.
- Drivers shall obey all traffic laws and shall drive in a safe and prudent manner.
- When driving during inclement weather, use extra caution.

MEDICAL EMERGENCIES

The following initial actions will help ensure the safety of our children, youth and adults. First-aid kits and CPR masks are located at the Information Center, in the kitchen, nursery, church office storeroom and all bathrooms. A first-aid kit shall be placed in the church vehicle prior any trips.

Regardless of the severity of the medical situation, staff members will provide for the immediate care and comfort of the child or youth to prevent a worsening of the medical condition. The main priority in all situations is to get the child or youth the appropriate medical attention as quickly as the situation warrants.

MINOR MEDICAL SITUATIONS

- If the medical situation is minor, such as minor cuts, scrapes and bruises, attend to the injury to the best of your ability.
- Notify the Ministries Director.
- Notify the parents/legal guardian of the injury and care provided as soon as reasonably possible.

MAJOR MEDICAL SITUATIONS

- If the emergency is severe, (bad sprains, broken bones, severe bleeding, seizures, choking, difficulty breathing, cardiac arrest, etc.), ask for any trained persons immediately available to assist.
- Contact Emergency Medical Personnel (911).
- Attend to the emergency to the best of your ability.
- Notify the Ministries Director.
- If person is hospitalized or transported to a medical facility, contact the parent or legal guardian as soon as possible to give them details of incident and medical facility location.
- If no parent or guardian can be immediately notified, a staff member will accompany the child or youth to the medical facility.
- A staff member will remain with the person needing medical assistance until parents/guardians arrive or the child or youth is released.
- The Ministries Director will notify the Administration Director within 24 hours.
- An accident report shall be completed.
- Give accident report to Ministries Director as soon as possible.

REDUCING CONTAMINATION RISKS

- When a medical emergency occurs where blood or other body fluids are present, anyone aiding the victim will take protective measures by wearing protective latex gloves and any other protective gear available, to prevent contamination.
- If CPR is necessary, a CPR mask will be used when available.
- ALL objects contaminated by blood or other body fluids should be disposed of by placing them into a plastic lined waste container.

- Each person involved in the aid of another where physical contact is made shall wash their hands and exposed areas of skin thoroughly.
- All spills of body fluid including blood, vomit, saliva, or other fluids shall be cleaned up immediately, using a cleaning solution of bleach and water or other appropriate solution.
- All cleanup materials used will also be disposed of in a plastic lined waste container.

BUILDING ACTION PLANS

EVACUATION PLAN

A floor plan will be posted throughout the church listing evacuation routes. Staff members should familiarize themselves with this floor plan so that they can better direct children and youth to shelter areas.

IN EVENT OF A FIRE OR BOMB THREAT

- CALL 911 AND REPORT THE EMERGENCY!
- In the event of a fire or threat of an explosion, an evacuation order will come from the senior staff member on site that will provide instructions for the evacuation.
- Ushers shall be responsible for making a building check to be sure all people have been evacuated.
- After the evacuation is completed, parents may immediately proceed to where the children are being assembled to care and support their children.
- All car and pedestrian traffic shall be kept to a minimum so that emergency vehicles can have access to the church.
- No one shall re-enter the building without permission from the senior Fire or Rescue personnel.

SEVERE WEATHER PLAN

Staff members should familiarize themselves with the severe weather maps so that they can direct children and youth into shelter areas quickly.

PREPARATIONS

There will be a detailed floor plan posted throughout the church. Staff members will be expected to explain the escape routes to the children and youth and may conduct drills to prepare for such an emergency.

IN THE EVENT OF SEVERE WEATHER

- If severe weather is detected which poses an eminent danger for people in the church, a "Take Cover Procedure" will be initiated by the senior staff member on site who will provide instructions to proceed to the shelter area.
- Ushers shall be responsible for making a building check to be sure all people have gone to the shelter area.
- After everyone is in the shelter area, efforts should immediately be made to reunite children and parents as long as it is safe to do so.
- People in the shelter area shall remain there until a senior staff member determines that it is safe to leave.

FORMS AND CHECKLISTS

The following pages are samples of the forms and checklists you may occasionally be required to complete:

- Suspected Abuse Reporting Checklist
- Suspected Abuse Report
- Self-Destructive Behavior
- Accident Report
- Motor Vehicle Safety Checklist

SUNNYBROOK COMMUNITY CHURCH
SUSPECTED ABUSE REPORTING CHECKLIST

- **Ask the child** if they are comfortable going home. DHS will need to know this. If they are not comfortable going home, keep them with you until DHS gives further instructions.
- **Find** the Children's or Student Ministry Director. Give them the oral report regarding what the child shared with you or what you noticed.
- **Call DHS.** Give them the same oral report over the phone. (This should be done by staff member that has the information from the child, with assistance from the Ministry Director.) DHS will inform you if it is necessary to involve law enforcement.
 - DHS day phone #: 712-255-2699 (Iowa) or 1-888-732-4397 (nationally)
 - DHS after-hours phone #: 800-362-2178. (after working hours, week-ends, holidays)
- **Ask DHS about notification** of parents/guardian. Follow their advice.
- **Complete a written report** for DHS (with assistance from the Ministry Director).
Fax written report to DHS at 712-255-2676 within 48 hours of oral report.
Mail written report to DHS: 822 Douglas Street. Sioux City, Iowa 51101
Give written form to the Ministry Director, who will keep it in a confidential file.
- **The Ministry Director will notify** the Church Administrator and Senior Pastor ASAP (no later than 12 hours after receiving the allegation).

SUNNYBROOK COMMUNITY CHURCH SUSPECTED ABUSE REPORT

This form should be used as the written report to share with the ministries director and if requested the Department of Human Services following an oral report of suspected child abuse. Fill in as much information under each category as is known. Submit the completed form to the ministries director within **24 hours**.

FAMILY INFORMATION:

| | | | |
|--------------------------------------|---------|------|------------------------------------|
| Name of Child: | | Age: | Date of Birth: |
| Address: | | | |
| Phone: | School: | | Grade Level: |
| Name of Parent or Guardian: | | | Phone (if different from child's): |
| Address (if different from child's): | | | |

OTHER CHILDREN IN THE HOME:

| Name | Birthdate | Condition |
|------|-----------|-----------|
| | | |
| | | |
| | | |

INFORMATION ABOUT SUSPECTED ABUSE: In this section, indicate the date of suspected abuse; the nature, extent and cause of the suspected abuse; the person(s) thought to be responsible for the suspected abuse; evidence of previous abuse; and other pertinent information needed to conduct the assessment. Use the back of this form if necessary to complete the information requested above and to identify individuals who have been informed of the child abuse report, such as ministry director, administrator, etc.

REPORTER INFORMATION:

| | |
|--|------------------------|
| Name and Title or Position: | |
| Address: | |
| Phone: | Relationship to Child: |
| Names of others who have knowledge of the abuse: | |
| Signature of Reporter: | Date: |

SUNNYBROOK COMMUNITY CHURCH
SELF-DESTRUCTIVE BEHAVIOR REPORT

(This side to be completed by staff member making first report)

Your Name: _____ Date: _____

Student's Name: _____ Age: _____

Address: _____

Parent(s) Name: _____ Phone Number: _____

Time and date behavior was observed by or disclosed to you: _____

What type of behavior was observed by or reported to you? _____

Was this at a Sunnybrook sponsored event? YES NO

If YES, which event? _____

Were there any witnesses? YES NO

If YES, who? _____

Briefly describe the self-destructive behavior you observed or discovered and any action taken by you. *(Please use a separate page if more space is required).*

Please forward the completed form to the appropriate Ministry Director or designee within 24 hours. Please **do not discuss** this information with anyone other than the Ministry Director or designee.

SELF-DESTRUCTIVE BEHAVIOR REPORT

CONTINUED FROM OTHER SIDE

(This side to be completed by the Ministry Director or designee)

Date and time this report was received by you: _____

How did you receive the report? Verbal Written

Was there any indication of child abuse or sexual assault? YES NO

Was DHS notified? YES NO

If YES, why? _____

Was a parent or legal guardian notified? YES NO

If NO, why not? _____

List pastoral services offered.

Your Name: _____ Date: _____

Signature: _____

SUNNYBROOK COMMUNITY CHURCH
ACCIDENT REPORT

Date of accident: _____ Time of accident: _____

Location of accident: _____

Name of child/youth injured: _____ Age: _____

Address of child/youth: _____

Parent(s) or guardian: _____

Name of person(s) who witnessed the accident:

_____ Phone: _____

_____ Phone: _____

_____ Phone: _____

Describe what happened:

Reporters signature: _____ Date: _____

SUNNYBROOK COMMUNITY CHURCH VEHICLE SAFETY CHECKLIST

This form is to be completed *prior* to traveling with passengers. Check the following items if they appear to be in good condition. Please note any discrepancies in the "Remarks" portion of this form.

EXTERIOR

- DRIVERS SIDE
- PASSENGER SIDE
- MIRRORS
- HOOD
- BUMPERS
- TIRES CHECKED
- HEADLIGHTS HIGH/LOW
- TURN SIGNALS
- TAIL LIGHTS
- WINDSHIELD WIPERS

INTERIOR

- SEATS
- CARPET
- DASHBOARD
- RADIO
- HORN
- LOCKS & WINDOWS
- CARGO AREA
- INTERIOR LIGHTS
- SAFETY TRIANGLES
- FIRST AID KIT

MECHANICAL

- ENGINE OIL
- TRANSMISSION
- STEERING
- BRAKES
- EXHAUST SYSTEM
- COOLANT LEVEL

Unusual Odors? _____

Cleanliness of Interior? Satisfactory Unsatisfactory

Fluid leaks under vehicle? YES NO
If yes, explain: _____

Additional remarks? _____

If any item above is found NOT to be in proper working order or if there are leaks or faulty equipment found that may compromise safety, please notify the Church Administrator or Ministry Director immediately so that arrangements may be made to correct the problem.

Drivers Name: _____ **Date:** _____

