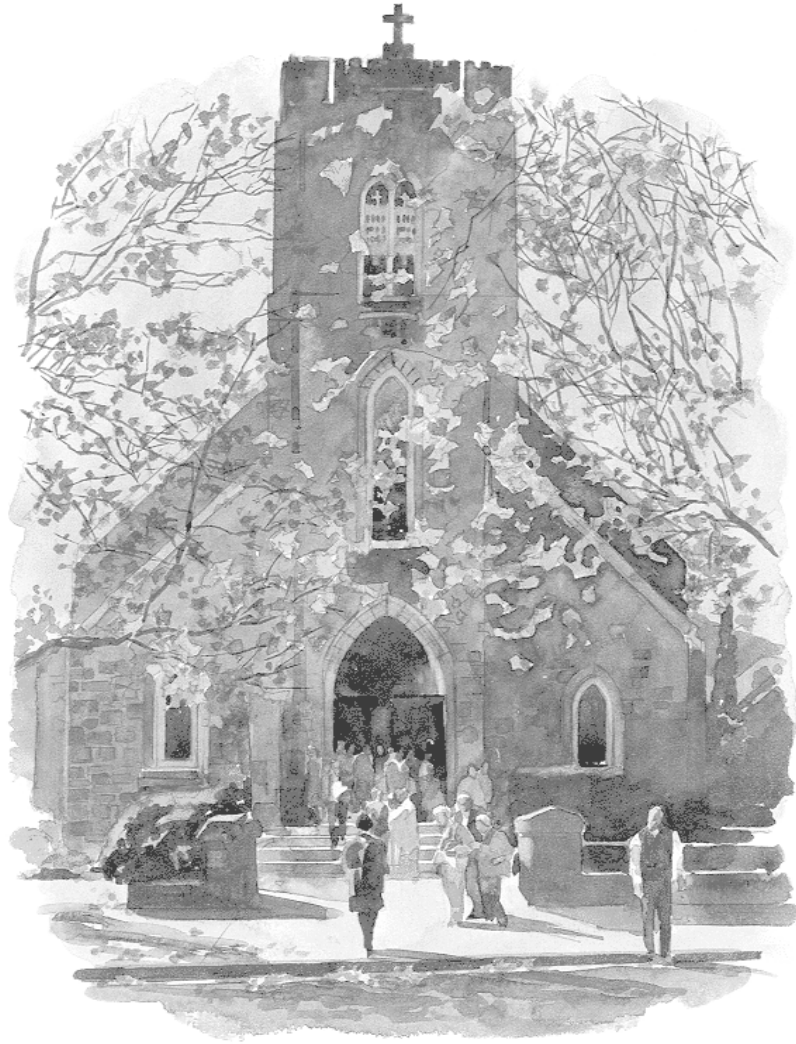


Sample Safety Program



WHY A SAFETY PROGRAM FOR THE CHURCH?

Church buildings are the scenes of many activities, worship, choir, Sunday school and outreach programs. One important aspect of the church stewardship is keeping the facilities free of hazards that could cause accidents. Even if your church is equipped with all the modern safety features called for in the present building safety codes, it should be inspected regularly, and routine repairs and maintenance completed promptly. This is especially important with older buildings. It's your duty to make your church safe for your members - young and old.

CHURCH PARTICIPATION and RISK MANAGEMENT

Why not start a church Safety Committee as part of the Church Board? The more members who become involved, the more effective the program will be. The care, maintenance and safety of church property are the responsibility of the local trustees. The trustees must establish an ongoing "church safety committee." They should select committee members with special expertise, such as police or firefighters, to regularly inspect security measures and fire hazards. Others, equally qualified, should be selected to inspect building structures, parking lots, and electrical systems and heating units. The safety committee should consult with local police and fire officials for professional advice.

Make sure the local police have telephone numbers of the appointed security manager and church administrators. The committee should also be responsible for making sure that all church activities are properly supervised, both on and off premises. Other staff members or volunteers from the congregation could provide assistance when necessary. Encourage members of your congregation and concerned neighborhood citizens to be watchful during off-hours and report any suspicious activity. Lock the church when it is not in use. This is an absolute necessity. Doors and windows should be secured with locking devices. Maintain control over the distribution of keys. No one should be allowed in the building without proper supervision. If possible, lock areas adjacent to the building including courtyards and cemeteries.

WORKERS COMPENSATION EMPLOYEES AND VOLUNTEERS

Nearly every church has employees and volunteers to do the necessary maintenance and repair work, as well as cooking and cleaning for church functions. These employees and volunteers are often good-hearted enough to attempt things that they would not dream of doing in their own homes. Their good intentions can lead to serious injury. You can prevent many of these accidents by making certain that your workers are fully qualified to such jobs as roofing, plumbing, or electrical wiring. Don't let church members take unnecessary risks where the job requires specific skills, experience or stamina. When the job requires physical exertion such as moving furniture, digging or pulling, pick employees or volunteers who are fit for the work.

Keep all tools and safety equipment in good repair. Faulty or dull equipment is dangerous. Be sure that all electrical equipment is properly grounded or is of the double insulated type. Provide goggles, gloves, hard hats or other safety equipment when the job requires it. Have written instructions available for the use of church equipment, such as all power tools, power mowers, and snowplows. Every church should have at least one fully equipped first aid kit. Make sure that everyone knows the location of the kit. The kit should be periodically checked to insure that the supplies have not been depleted.

What we really do not want to see a church member who volunteers his/her time get hurt.

PROPERTY LOSS POTENTIAL

Today churches must not only guard against the threat of fire but also crime-related losses including arson, burglary and vandalism. Fortunately, there are effective steps that can be taken to minimize the chance of loss to church facilities. This brochure is provided to help you make your church more secure and reduce the possibility and extent of costly property and accidental injury losses.

CRIME RELATED PROPERTY LOSSES

Arson

Intruders, juveniles and even members frequently commit arson. The motivations are numerous. They include maliciousness, revenge and personal grievance. In many instances, burglars, thieves and vandals set fires to cover their activities. Environmental conditions often facilitate and contribute to incendiary activity. The fact that churches are often unoccupied and easily accessible makes them an inviting target for arsonists and others seeking illegal entry.

Burglary and Vandalism

Church buildings are often left unoccupied. Some churches provide a safe haven for their members and the general public, by leaving the front doors open. Regardless of the benevolent intent, this situation is an invitation to burglars, thieves, vandals and arsonists. Proper security measures can help prevent or minimize losses caused by these individuals.

The typical church contains an assortment of expensive fixtures and contents including religious ornaments, paintings, statuary, scrolls, office equipment and an increasing amount of recording and projection equipment that is especially attractive to thieves. These items, and any donation boxes, should be secured in locked rooms and cabinets. Those churches with a history of burglary losses should consider the installation of an intrusion alarm system.

Cash should not be kept overnight on church premises. Collections and other receipts should be deposited at the bank as soon after they are received as is practical. If necessary, night depository facilities should be utilized.

Glass breakage is one of the most common vandalism problems involving church properties. Consideration should be given to protecting valuable stained glass windows with break resistant plastic glazing, laminated or tempered glass coverings. When intentional glass breakage does occur, repairs should be made immediately to discourage further breakage or illegal intrusion. Grounds should be kept clear of rocks, bottles and other ready-made missiles that can be used to knock out windows.

Ask local police to include the church premises as part of their routine nightly patrols. Volunteer patrols, staff employees or private security agencies can augment police patrols. Rounds should not be made on regularly scheduled time intervals, but should instead be staggered to avoid easy prediction of a new patrol round. Floodlighting vulnerable exterior and interior areas will also discourage unwanted nighttime prowlers. Nothing can completely protect a church from a determined intruder intent on causing damage or theft. These suggestions, however, can assist in reducing the impact of crime losses.

Fire Losses

According to the National Fire Protection Association, there are over 2 million reported fires each year, including more than 100,000 arson fires. Thousand of these fires occur at churches and church related institutions, causing tens of million dollars damage. But the ultimate tragedy is that 30,000 American civilians are injured and 6,000 killed by fire every year, many in fires that were preventable. Churches large open construction makes them susceptible to heavy damage. Their steeples invite

Fire Losses (con't)

lightning. Many contain architectural features, such as concealed spaces, where fire may burn unnoticed. Other common causes of church fires are faulty furnaces and stoves, overheated organ motors, carelessness with smoking materials, and careless use of candles and Christmas decorations.

Electrical Wiring

Church sponsored activities, auditorium plays, Christmas decorations, and bazaars require special lighting and electrical appliances. Temporary extension cords provided for these events sometimes become permanent, resulting in substandard wiring. Fuses and circuit breakers require frequent replacement or restoration. The best practice is to have the church electrical system inspected by a competent licensed electrician at least once a year. Any non-standard electrical condition should be corrected to conform with provisions of the National Electrical Code.

Lightning

Most churches are imposing in stature and many are built on the highest ground in a town or city. Even given an average location, statistics demonstrate that a 50 foot tower or steeple has a one in four chance of disaster, and the risk is even greater if the building structure contains steel or other metal, since it is the most efficient material in attracting and conducting electricity. Lightning is the most frequent natural disaster, far surpassing tornadoes, hurricanes, floods or earthquakes.

Land area and isolation are other factors. An average thunderstorm area of 16 acres receives one lightning strike per year. Thus, a one story church situated on four acres of land can expect to be struck once every four years. The building features most likely to be struck by lightning are those which project above surrounding structures, chimneys, ventilators, towers, steeples, domes, cupolas, roof ridges, gables, parapets, fire escapes, flagpoles, and air conditioning equipment. These and similar objects should be covered by a lightning protection system. Interior electrical equipment such as lighting, public address systems and organs are also vulnerable to voltage surges resulting from lightning and therefore requires separate protection.

Protection systems have been developed to intercept and dissipate lightning bolts into the air or through wires and rods into the ground. Systems approved by the Lightning Protection Institute or Underwriters Laboratories, Inc. have been proven effective. Designing an effective system requires experts. Untrained people should not attempt it. With proper installation and regular maintenance against corrosion and abuse, an arrest system can provide positive lightning protection for the lifetime of the building.

Cooking and Heating Equipment

Cleanliness must be maintained in all kitchen areas. Grease accumulations on range hoods, stoves, ducts and filters should be removed on a frequent basis using non-flammable cleaners. Cooking appliances should be provided with metal hoods and ducted outside the building. An automatically operated fire extinguishing system should be installed over the cooking surfaces whenever extensive cooking operations are routinely performed.

Furnaces and other heating equipment must be installed according to the manufacturer specifications and local building code regulations. Heating plants, furnace rooms should be enclosed by partitions having a fire resistance rating of at least one hour. An Underwriters Laboratory approved, self-closing fire door should be provided at all openings. Smoke pipes installed in close proximity to combustible ceilings and walls also cause fires. Smoke pipes must not be installed within 18 inches of any combustible material. Heating units should be inspected annually by a qualified outside contractor, preferably in the fall before the heating season begins. Any defective condition should receive prompt attention.

Fire and Smoke Detection Systems

The installation of an automatic fire detection system, to alert occupants during the early stages of a fire, can prevent the loss of lives and extensive fire damage. The highest level of smoke detection is provided by a system wired to the building's electrical system and connected to another, occupied location. When

activated, the detector sounds an audible alarm inside the church and can provide simultaneous alarm transmission to the local fire department.

A minimum level of protection can be provided by battery operated detectors, which are easily installed. Detection units of this type should be installed in assembly, furnace, organ and classrooms, basements and attic space. Battery units sound an alarm inside the building to alert occupants but do not transmit an automatic alarm to the fire department. Detectors should be cleaned and tested regularly. Batteries weaken over time. Replace them as recommended by the manufacturer or at least once a year. If a telephone or public alarm box is used to alert the fire department, the person turning in the alarm signal should stand by at a safe location to direct firefighters to the exact site of the fire.

Housekeeping

Good housekeeping practices are an important safety consideration and should receive regular attention. By limiting the amount of combustible and flammable materials stored inside the church, you reduce the fuel supply required by a fire. Concealed spaces in the attic, basement and beneath stairs must be kept free from excessive accumulations of unused materials. All combustible and flammable materials, especially paints, varnishes, cleaning solvents and floor polishing supplies, should be stored in a separate room, inside their own metal closets and containers. Oily and paint covered rags should be kept in approved self-closing waste cans to minimize the fire potential from spontaneous combustion. Trash and disposable material outside the building should be disposed in metal carting bins with self-closing covers to deter arson.

Fire Extinguishers

A portable fire extinguisher is a basic tool in fighting small fires. Your church should have at least one extinguisher for every 2,000 square feet, with a minimum of one extinguisher on each level of your building. Consult your local fire department to see if local laws require more. Fire extinguishers are classified by types of fires on which they are effective:

Type A extinguishers are for ordinary combustibles such as paper, wood, cloth or trash.

Type B extinguishers are for flammable liquids such as gasoline, paint, oil, tar, and grease.

Type C extinguishers are for use on electrical fires, including electrical equipment, motors, switchboards, wiring, and other electrical apparatus.

For your kitchen, a 40BC (dry chemical, approved for use on grease fires) unit is recommended. It should be mounted near a kitchen exit and within 30 feet of cooking appliances, but not in the immediate area above or around them.

Fire Drills

Your church should have a plan to follow in case of fire. Write out your fire exit routes and post them on bulletin boards around your church. Make sure there is an alternate or secondary exit and that it is marked adequately. If a fire should occur:

1. Warn everyone to leave the building
2. Have someone call the fire department.
3. If it is a small fire, confined to the area where it started, use the nearest fire extinguisher, making sure it is the proper type. With your back toward a safe escape route, aim the extinguisher at the base of the fire and sweep from side to side. Discharge the entire contents of the extinguisher.
4. If you have the slightest doubt whether or not you should attempt to fight the fire, get out! Let the fire department handle it, they are professionals.
5. If you have chosen not to fight the fire, conduct a head count once safely outside. See how many people are accounted for. **DO NOT REENTER THE BUILDING**. Inform the fire department of any missing people and let them conduct rescue operations.

Water Damage

Defective plumbing and heating systems, coupled with an unoccupied premises, can result in a major loss. A leaking pipe may go unnoticed overnight or even for a few days. By the time it is detected, there can be extensive water damage to both the building and contents. Irreplaceable treasures, upon which traditions are centered, could be lost. You should maintain and repair plumbing, heating and air-conditioning systems annually using a qualified contractor. Maintain adequate building heat to prevent pipe freeze-up and drain water lines located in unheated areas during the winter months.

Wind and Hail

Severe wind lifts at the roofs edges. Winds blowing over a roof develop suction pressures similar to the way the wing of an airplane creates lift. The suction is particularly strong at the perimeter of the roof. In order to minimize windstorm damage, it is essential to provide periodic maintenance inspections and make necessary repairs to all exterior building surfaces. Repairs should include securing loose roofing shingles or slate, siding material and building trim.

LIABILITY LOSS POTENTIAL

PERSONAL INJURIES

Loss from injuries to people, other than employees, on church properties is another significant cause for concern. The most common accident involves falls, trips and slips. Common exposures include stairs, sidewalks, parking lots and ice and snow. Through inspections, all walking surfaces, both inside and out, should be reviewed with all tripping hazards noted and repaired. Stairways should be checked on a regular basis. Steps should be in good repair and provided with adequate handrails. Follow the National Fire Protection Association's Life Safety Code recommendations. They state that stair treads not be less than 11 inches in depth and riser heights not more than 7 inches or less than 4 inches. Handrails should be not less than 30 inches nor more than 34 inches above the upper surface of the tread. Also, stairways more than 88 inches in width should have not less than one intermediate handrail.

We should remember that most churches have a considerable number of older members who can have more ingress and egress problems, especially during inclement weather.

SPORTS AND RECREATION

While church sponsored athletic teams and recreation activities should not be discouraged, it is important that proper safeguards be provided for these activities. Whenever playground equipment is used, it should be kept in good repair and adequately maintained. Playing surfaces must be kept free of obstructions. Adequate supervision and instruction, if required, should be provided for all sport and recreational activities.

HAZARD IDENTIFICATION TOUR

An easy way to begin to understand what the safety program is all about is to give yourself a tour of the church and the facilities. Take along this booklet and check your facilities against the questions asked. An "OK" answer means that it is all right and a "Not OK" answer means that there is a specific safety hazard present. After the tour, the safety committee can set priorities for getting things fixed. If the church has a school or day care center on the premises, a separate safety survey should be conducted for each program and facility.

OK	NOT OK	ITEM
PARKING LOT		
		CHUCKHOLES, CRACKS IN NEED OF REPAIR
		AUTO RESTRAINING BUMPERS SECURE
		TRASH, LITTER - REMOVED DAILY
		PARKING GUIDELINES VISIBLE
		A/C EQUIPMENT PROTECTED FROM AUTO DAMAGE
		GAS LINES PROTECTED FROM AUTO DAMAGE
		CONTRACT FOR SNOW REMOVAL
OUTDOOR LIGHTING		
		ALL LIGHTS OPERATIVE
		CRACKED, MISSING LENSES
		LOOSE, EXPOSED WIRING
		STANDARDS PROTECTED FROM AUTO DAMAGE
SECURITY		
		EXTERIOR LIGHTING DURING DAYLIGHT HOURS
		DOOR AND WINDOW LOCKS IN GOOD CONDITION
		KEY LOG MAINTAINED
		LOCAL POLICE DRIVE BY PATROLS
OVERALL BLDG. CONDITIONS		
		EAVETROUGHES, DOWNSPOUTS ALL IN PLACE
		DOWNSPOUTS SOLIDLY ANCHORED
		DOWNSPOUTS UNOBSTRUCTED, UNDAMAGED
		FOUNDATIONS CRACKED, DAMAGED
		PAINT CONDITION
		ROOF LEAKS IN NEED OF REPAIR
		SIDEWALKS CRACKED, UNEVEN, ETC.
		CURBINGS AND RAMPS PAINTED YELLOW
ENTRANCEWAYS		
		CRACKED OR MISSING GLASS PANELS
		GLASS PANELS IDENTIFIED BY DECALS
		DOOR MOVEMENT DIRECTION NOTED
		EXITS UNLOCKED DURING OPEN HOURS
		MATS AND RUNNERS FLAT AND LEVEL
		STEPS WELL ILLUMINATED
		STEPS IN GOOD REPAIR
		STAIR TREADS SOLIDLY ATTACHED
		HANDRAILS SMOOTH AND UNBROKEN
		HANDRAILS SOLIDLY ANCHORED
PUBLIC AREA		
		CARPETING IS TORN, LOOSE, WORN, ETC
		LIGHTING - BULBS, EXPOSED WIRING, ETC.
		EXIT SIGNS IN PLACE
		EXIT LIGHTS FUNCTIONING
		STAIRWAYS WELL ILLUMINATED
		AISLES CLEAR AND UNOBSTRUCTED
		AMPLE APPROVED TRASH CONTAINERS
		AMPLE APPROVED ASH RECEPTACLES
		DRAPERIES OF FLAME-PROOF MATERIAL

OK	NOT OK	ITEM
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FIRE PREVENTION & CONTROL

		EMPLOYEES TRAINED FOR FIRE EMERGENCY
		FIRE EMERGENCY INSTRUCTIONS POSTED
		FIRE DEPARTMENT PHONE NUMBER PRIMINENTLY POSTED
		FIRE EXTINGUISHER ACCESS IS UNOBSTRUCTED
		INSPECTION TAGES ON EXTINGUISHERS ARE CURRENT
		PRESSURE GAUGE READINGS ON EXTINGUISHERS
		EXTINGUISHER SEALS INTACT
		EXTINGUISHERS IDENTIFIED
		EXTINGUISHERS APPROPRIATE FOR THE AREA
		EXTINGUISHERS HUNG AND SECURE
		FIRE DOORS TO HEATING AREAS UNOBSTRUCTED
		FIRE DOORS ARE FUNCTIONING
		FUSIBLE LINKS INTACT
		COMBUSTION DETECTORS TESTED
		SMOKING AREAS REGULATED
		APPROVED ASH TRAYS UTILIZED
		APPROVED TRASH CONTAINERS ONLY
		APPROVED LIGHTING PROTECTION SYSTEM

FOOD SERVICE

		AUTOMATIC HOOD EXTINGUISHER SYSTEM
		PRESSURE GAUGE READING
		ARMED AND READY TO OPERATE
		MANUAL RELEASE UNOBSTRUCTED
		INSPECTION TAG CURRENT (WITHIN 6 MONTHS)
		SURFACE NOZZLES CLEAN
		FILTERS IN HOOD ALL IN PLACE
		FILTERS CLEAN
		HOOD AND DUCTWORK CLEAN
		PORTABLE 40 BC EXINGUISHER IN AREA
		FLOOR SURFACES CLEAN AND UNOBSTRUCTED
		APPLIANCES ELECTRICALLY GROUNDED
		ELECTRICAL CORDOS IN GOOD CONDITION
		SWITCHES, OUTLETS EQUIPPED WITH COVERS
		FANS GUARDED
		SLICING MACHINES GUARDED
		CHOPPING AND GRINDING MACHINES GUARDED
		SAFE KNIFE STORAGE
		SAFE STACKING IN SUPPLY ROOM
		WORK AISLES CLEAR & UNOBSTRUCTED
		HOT POT HOLDERS AVAILABLE
		CLEANING CHEMICALS & POISONS CONTROLLED
		EMPLOYEES TRAINED TO USE MACHINES
		PILOT LIGHTS FUNCTIONING
		FLOOR MATS SECURE AND IN GOOD REPAIR
		FIRST AID EQUIPMENT AVAILABLE
		CONDITION OF STEP STOOLS & LADDERS

MISCELLANEOUS

		HALLWAYS WELL ILLULMINATED
		ALL CEILING TILES IN PLACE
		HEATING/COOLING EQUIPMENT CLEAN
		STORAGE AREAS NEAT & CLEAN
		EXHAUST FANS & HEAT VENTS CLEAN
		EXTENSION CORDS REMOVED
		GANG RECEPTACLES REMOVED
		CIRCUIT BREAKERS OK, LABELED, UNTAPED
		CORRECT AMP FUSE IN CIRCUITS



STAIN GLASS WINDOWS PROTECTED WITH PLASTIC COVERING

MOTOR VEHICLE LOSS POTENTIAL

A church motor vehicle program can be a rewarding ministry for the church and an extension of the church into the community but it can also present some serious problems if not properly supervised or controlled. Without adequate policies and procedures, operation of church vehicles may unnecessarily create liability for a church. A church should also ensure that it abides by state and local law in the operation and maintenance of its vehicles. According to the National Safety Council, the average cost of a fatal motor vehicle accident is \$450,000. One in five business vehicles is involved in an accident each year, at an annual cost of nearly \$9,000.

The following are few suggestions for a safe and successful church motor vehicle program:

- 1. Driver Selection:** Drivers should be mature and responsible and in excellent physical and mental condition. A flawless personal driving record is a must - no tickets, no violations and should demonstrate extreme dedication to safe driving. Insurance records show accident frequency to be the lowest in the age 30 to age 60 group. This is a group figure and should not be used as a determinant in selection. The application form should only contain questions that pertain to the applicant's ability to satisfactorily perform the job. It should request information on the applicant's:
 - driver's license(s)
 - driving experience
 - accident record and traffic violation convictions and forfeitures for the last 3 years
 - past employment (previous 3 years, 10 years for drivers required to have a CDL)
 - education
 - ability to perform job-related functions
- 2. Licensing:** Driver selection is a one-time process; assuring that the driver remains qualified should be an ongoing process. A driver qualification file should be maintained, for each person hired, to facilitate review of the driver's record and to provide future reference to the drivers qualifications. Many states require special licensing for bus drivers. All potential drivers need to be screened and given a driving test.
- 3. Vehicle Maintenance:** Make sure the vehicles used comply with state requirements for lights, equipment and color. Each vehicle must be given a thorough mechanical and physical inspection by a qualified person prior to operation. The check list needs to include, but not be restricted to, checking chassis, all lights, exterior body, exhaust system, interior, brakes, tires and steering.
- 4. Pre-trip Inspection:** Each time a vehicle is to be used, a check should be made, under the hood, tires, exhaust, lights, brakes and the interior of the vehicle. During the pre-trip inspection check defects reported by previous drivers. Only if the defects reported earlier have been fixed, should you sign the previous drivers report. This is your certification that the defects reported earlier have been fixed.
- 5. Safety Equipment:** Fire extinguisher, first aid kit, flags, flares, fuses and triangular signs.
- 6. Speed Limits:** Be sure all drivers are aware of laws governing the speeds on streets where the vehicle will be operated.
- 7. Passenger Supervision:** Mention rules about smoking, drinking, or use of radio and tape players at the start of the trip. Explaining the rules at the start will help avoid trouble later on. While driving, scan the interior of the vehicle as well as the road ahead, to the sides, and to the rear. You may have to remind riders about rules, or to keep arms and heads inside vans and busses.
- 8. After-Trip Vehicle Inspection:** Inspect the vehicle at the end of each trip. The inspection must specify the vehicle used and list any defects that would affect safety or result in a breakdown. If there are no defects, the report should say so.

MOTOR VEHICLE FLEET EVALUATION

AREA OF CONCERN	HAVE	NEED	COMMENTS
Written Safety Policy	<input type="checkbox"/>	<input type="checkbox"/>	
Driver Qualification			
Job Analysis	<input type="checkbox"/>	<input type="checkbox"/>	
Recuiting System	<input type="checkbox"/>	<input type="checkbox"/>	
Driver Qualification Files	<input type="checkbox"/>	<input type="checkbox"/>	
Application Form	<input type="checkbox"/>	<input type="checkbox"/>	
Interview	<input type="checkbox"/>	<input type="checkbox"/>	
Reference Check	<input type="checkbox"/>	<input type="checkbox"/>	
Additional Background Information	<input type="checkbox"/>	<input type="checkbox"/>	
Road Test	<input type="checkbox"/>	<input type="checkbox"/>	
Written Test	<input type="checkbox"/>	<input type="checkbox"/>	
Motor Vehicle Record - Initial	<input type="checkbox"/>	<input type="checkbox"/>	
Motor Vehicle Record - Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	
Physical Qualifications - Initial	<input type="checkbox"/>	<input type="checkbox"/>	
Physical Qualifications - Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	
Driver Training			
Initial Training Program	<input type="checkbox"/>	<input type="checkbox"/>	
Company Rules and Policies	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment Familiarization	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle Inspection	<input type="checkbox"/>	<input type="checkbox"/>	
Routes and Supplies	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Procedures	<input type="checkbox"/>	<input type="checkbox"/>	
Accident Reporting	<input type="checkbox"/>	<input type="checkbox"/>	
Defensive Driving Techniques	<input type="checkbox"/>	<input type="checkbox"/>	
Regulations	<input type="checkbox"/>	<input type="checkbox"/>	
Cargo Handling	<input type="checkbox"/>	<input type="checkbox"/>	
Ongoing Training Program	<input type="checkbox"/>	<input type="checkbox"/>	

MOTOR VEHICLE FLEET EVALUATION

AREA OF CONCERN	HAVE	NEED	COMMENTS
Driver Supervision			
Vehicle Location Check	<input type="checkbox"/>	<input type="checkbox"/>	
Trip Recorder Checks	<input type="checkbox"/>	<input type="checkbox"/>	
Road Observation System	<input type="checkbox"/>	<input type="checkbox"/>	
Logs Checked	<input type="checkbox"/>	<input type="checkbox"/>	
Incentive Program	<input type="checkbox"/>	<input type="checkbox"/>	
Maintenance			
Vehicle Specification System	<input type="checkbox"/>	<input type="checkbox"/>	
Preventive Maintenance Program	<input type="checkbox"/>	<input type="checkbox"/>	
Demand Maintenance System	<input type="checkbox"/>	<input type="checkbox"/>	
Road Repair Plan	<input type="checkbox"/>	<input type="checkbox"/>	
Vehicle Inspection Report	<input type="checkbox"/>	<input type="checkbox"/>	
Maintenance Record System	<input type="checkbox"/>	<input type="checkbox"/>	
Routing and Scheduling			
Routing Planned	<input type="checkbox"/>	<input type="checkbox"/>	
Scheduling of Equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Scheduling of Drivers	<input type="checkbox"/>	<input type="checkbox"/>	
Accident Reporting, Recording & Analysis			
Vehicle Accident Information Packet	<input type="checkbox"/>	<input type="checkbox"/>	
Telephone Reporting System	<input type="checkbox"/>	<input type="checkbox"/>	
Accident Report	<input type="checkbox"/>	<input type="checkbox"/>	
Accident Register	<input type="checkbox"/>	<input type="checkbox"/>	
Accident Review for Preventability	<input type="checkbox"/>	<input type="checkbox"/>	
Accident Analysis	<input type="checkbox"/>	<input type="checkbox"/>	
Accident Follow-up	<input type="checkbox"/>	<input type="checkbox"/>	

Driver Information (List All Drivers)		DOB	Drivers License #/SS#	Accident/Violation Record
1				
2				
3				
4				
5				
6				

Additional Interests

Vehicle #	Name, Address, Loan Number	Interest	Cert.

Three Year Loss History

Date of Loss	Type of Loss	Driver	Description of Loss, Corrective Measures (if applicable)	Amount Paid

EXPLAIN ALL "YES" RESPONSES FOR 1-7 IN COMMENTS SECTION	Yes	No		Yes	No
1. Any insurance cancelled or declined in past 3 years? N/A in MO, DC			5. Have you inspected the vehicles?		
2. Is there a vehicle maintenance program in operation?			6. All vehicles solely owned and registered to applicant?		
3. Are there any vehicles leased or loaned to others?			7. What is the total number of vehicles owned by applicant?		
4. Are any vehicles customized, altered or have special equipment?					

FOR THE FOLLOWING, EACH "NO" ANSWER MUST BE DOCUMENTED IN THE COMMENTS SECTION BELOW									
	Vehicle #1		Vehicle #2		Vehicle #3		Vehicle #4		
	Yes	No	Yes	No	Yes	No	Yes	No	
8. Body in good condition?									
9. Tires in good condition?									
10. PPT & Vans: Seat belt use strictly enforced?									
11. Horn operate?									
12. First aid kit?									
13. Brakes in good condition?									
14. Fire extinguishers?									
15. Lights/signs in good working condition?									
16. Glass in good condition?									
17. Independent inspection done at least once a year?									
18. BUS ONLY: Emergency door operate?									
19. Estimated annual mileage?									

COMMENTS (Use separate page if necessary)