

Christian Congregation of Jehovah's Witnesses



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July 27, 2017

TO ALL BODIES OF ELDERS IN THE UNITED STATES BRANCH TERRITORY

Re: Rental Vehicles

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Dear Brothers:

1. This letter replaces the letter dated March 31, 2014, to all bodies of elders regarding rental vehicles and has been added to the list of policy letters cited in *Index to Letters for Bodies of Elders* (S-22). This letter provides further clarification about renting vehicles in connection with theocratic events and personal trips to Bethel.

2. On occasion it might be useful to charter a bus or rent a vehicle to transport publishers and interested ones to assemblies and conventions. The following guidelines protect the interests of all involved.

CHARTERING A BUS FOR CONVENTIONS AND ASSEMBLIES

3. A reputable bus company with professional drivers and a good safety record should be used, even though lower-priced options may be available.

4. **Insurance.** \$10 million of liability coverage is preferred, if at all possible. However, some bus companies may only offer a maximum of \$5 million in coverage. If you can purchase additional coverage, we recommend doing so.

5. Request that the company provide a *Certificate of Liability Insurance* that names the congregation and Christian Congregation of Jehovah's Witnesses as additional insureds in its liability policy for the duration of the contract. If the bus company is unwilling or unable to produce a *Certificate of Liability Insurance*, it would be best to find a different company.

6. The contract should be made in the name of the congregation. An elder should sign the contract and type or print the following beneath his signature: "Coordinator of the Body of Elders for the _____ Congregation," "Secretary for the _____ Congregation," or "Authorized elder for the _____ Congregation."

7. **Funds.** The congregation's bank account may be used to hold any monies collected and to issue a check to pay for the charter.

RENTING A VEHICLE FOR CONVENTIONS AND ASSEMBLIES

8. At times, publishers rent passenger vehicles rather than participate in the congregation's chartered bus arrangement to attend conventions and assemblies. This is a personal arrangement that does not involve the congregation. Such arrangements should be in the name of the publisher who will be the driver of the rental vehicle.

9. **Insurance.** It might be wise for the publisher to consider obtaining a minimum \$1.5 million of liability coverage from the rental agency or from his own automobile liability insurance company. This would help protect him against the increased liability exposure of carrying many passengers. He may also wish to consider purchasing higher insurance limits. It may be helpful to review articles referencing safe driving.—See *Awake!* issues of July 2011, pages 10-11; July 2009, pages 11-13; August 22, 2002, pages 12-14; and January 8, 1988, pages 2-11.

10. **Funds.** The congregation's bank account should neither be used to hold any monies collected nor to issue a check to pay for a *personal* rental vehicle.

PERSONAL TRIPS TO BETHEL

11. Please keep in mind that the congregation does not sponsor personal trips to Bethel, although individual publishers are free to make such arrangements for themselves and others. Announcements should not be made from the platform in connection with personal trips to Bethel. Personal trips to Bethel are the sole responsibility of those who organize and participate in such trips.

12. **Funds.** The congregation's bank account should not be used to hold any monies collected for personal trips to Bethel. Those organizing such trips should consider using a reputable company with professional drivers and ensure that there is adequate insurance coverage for the potential personal liability.

We trust that these reminders will prove helpful when arranging to care for the transportation needs of publishers in your congregation and to clarify responsibility for personal arrangements. Please accept an expression of our warm Christian love.

Your brothers,

*Christian Congregation
of Jehovah's Witnesses*

c: Circuit overseers