



WATCHTOWER

BIBLE AND TRACT SOCIETY OF NEW YORK, INC.

25 COLUMBIA HEIGHTS, BROOKLYN, NEW YORK 11201-2483, U.S.A. PHONE (718) 625-3600

July 7, 1997

TO ALL BODIES OF ELDERS IN THE UNITED STATES

Re: Use of Rental Buses

Dear Brothers:

The purpose of this letter is to provide guidelines regarding the renting of buses for transporting congregation members to assemblies, conventions, and the Society's facilities.

As you no doubt are aware, many congregations work hard to care for the practical needs arising from the expansion now being experienced by Jehovah's earthly organization. We know that in order to care for transportation to and from assemblies, conventions, as well as the Society's facilities, some congregations have found it advantageous to make arrangements to rent buses or other commercial vehicles.

Therefore, in order to protect the interests of everyone concerned, we ask that all congregations comply with the following guidelines:

- When making transportation arrangements, please use a reputable bus company. Although this may be more expensive, it assures safe and quality service.
- Make sure the company has at least \$5 Million of liability coverage. Request that the company provide the Congregation with a Certificate of Liability Insurance. The Watchtower Bible and Tract Society of New York, Inc., Watch Tower Bible and Tract Society of Pennsylvania, and the Congregation making the arrangements should be named as co-insureds with the bus company on its liability policy for the duration of the contract. Please note that naming someone as a "co-insured" provides greater protection than simply being named as an "additional insured." Therefore, make it clear to the bus company representative that we want to be named as "co-insureds."
- If the company does not offer this type of coverage, or is unwilling or unable to produce a Certificate of Insurance, it would be best to find a different company.
- The contract should be signed by an elder in his capacity as an elder for the congregation. This can be done by typing or printing clarifying language such as, "Presiding Overseer for the _____ Congregation," "Secretary for the _____ Congregation" or "Authorized Elder for the _____ Congregation" immediately beneath the elder's signature.

- Please keep in mind that the congregation does not sponsor trips that are unrelated to theocratic activities. Announcements should not be made from the platform in connection with any private arrangements that an individual might make. Such an arrangement would be his own responsibility. However, he should make sure to use a reputable bus company that has adequate insurance coverage so as to mitigate any liability.

We trust that these guidelines will prove helpful when making arrangements to care for the transportation needs of the publishers in your congregation.

We take this opportunity to send our warm Christian love.

Your brothers,

Watchtower B. & F. Society
OF NEW YORK, INC.

cc: District Convention overseers
District overseers
Circuit overseers