

TOMS BROOK UNITED METHODIST CHURCH

VEHICLE POLICIES

I. Purpose

- A. Church vehicles shall be limited to organized groups and activities related to the ministry of **Toms Brook United Methodist Church**.
- B. Vehicles **shall not** be used to transport freight, furniture or other large or bulky items.
- C. Vehicles **shall not** be borrowed for personal use. They shall not be loaned or leased outside the church without written request presented to the **Church Trustees** one month in advance.
- D. Passenger limitation on church vans will be 15.

II. Trustees Committee

- A. Responsible for maintaining adequate rules and regulations for the vehicle operation.
- B. Responsible for adequate insurance, license, annual state inspection.
- C. Must authorize all repairs/or replacements beyond normal service, except for emergency repairs.
- D. A member of the Trustees shall be assigned responsibility for:
 - 1. Procedure for scheduling vehicle operation. See paragraphs II, VI, and V below.
 - 2. Maintenance check made first of each month.
 - 3. Maintain file of vehicle reports in the Church Office.
 - 4. Keep up-to-date list of APPROVED DRIVERS that are 25 years of age or older **without** any significant traffic violations. All approved drivers must be members of Toms Brook United Methodist Church or affiliate groups and must pass a test (offered by the church) on van safety and driving or possess a Virginia driver's license. This list shall be maintained in the Church office.
 - 5. Vehicles are registered in the name of **Toms Brook United Methodist Church** and are in the custody of the Trustees.

E. Vehicle Keys and Emergency Equipment Bag:

- 1. Vehicle Keys: Van key is kept in the Church Office. **MAKING OF DUPLICATE KEYS BY ANYONE IS STRICTLY FORBIDDEN.** If a key is lost, contact the Church Office.

2. Emergency Equipment Bag: For safety purposes, an emergency Equipment bag is located under the driver's seat in each vehicle. It contains a fire extinguisher, first aid kit and reflective triangles.

III. Passengers for Vehicle Operation (including driver):

- A. A maximum of **15 passengers, including driver for the van.**
- B. Passengers are responsible for their personal possessions on all trips. Driver and /or group leaders to assist passengers.

IV. Requests for Vehicles

- A. **RESERVATIONS:** The vehicle may be reserved through the Church Office with the church Secretary on a first come, first served basis. Any exceptions to this rule must be made in writing to the **Church Trustees.**

KEYS: It is the responsibility of the driver to make arrangements for obtaining the vehicle keys during normal office hours, **Monday – Thursday, 9:00 am – 3:00 pm and Friday, 9:00 am – 12:00 pm.**

CANCELLATIONS: Reservations **must** be canceled with two weeks notice from the reservation date. Failure to cancel within the appropriate time may result the forfeiture of future vehicle use. Exceptions to the cancellation clause should be discussed with the Church secretary or Chairman of the **Church Trustees.**

- B. **CHURCH CALENDAR:** The Church Calendar, which includes all vehicle reservations, is maintained in the Church Office. If it is questionable whether a group is qualified to use the Vehicle, contact the Chairman of the **Church Trustees.**
- C. **OTHER:** The church Trustees are responsible for Vehicle usage, and may restrict any group that is found to be abusive and negligent in its use.

V. Driver – Rules:

- A. Qualified drivers must be approved according to Section II.D.4 above
- B. All traffic violations are the sole responsibility of the driver and the program person designated as in charge of the trip event.
- C. Driver shall be responsible for making all reports required.
 1. A VEHICLE REPORT is to be completed by the driver and returned to the Church Office when the vehicle is returned. The vehicles will be checked after use and any discrepancies from these policies shall be directed to the driver and/or program person responsible.

2. **Gasoline must be purchased by, and at the expense of, each group.** Upon return, fuel in the fuel tank must be full. Failure to do so may result in forfeiture of future use.
3. If a servicing point is designated, the vehicle is to be taken for the checking of oil, water and tires, otherwise driver must do at nearby station before leaving on the trip.
4. Upon completion of the trip, driver will fill the fuel tank, and return the vehicle to designated parking area. Vehicle must be returned with interior **CLEAN**, and **ALL REFUSE REMOVED**. The keys should be returned to the church office.
5. Complete Vehicle Report; **LOCK** vehicle before returning key.
6. Driver and/or group leader have full authority for keeping order and discipline in the vehicle at all times.
7. In the event of an accident, the program leader and driver shall be responsible for filing appropriate police reports, and reporting any accident to the insurance company as quickly as possible.
8. A copy of these rules and regulations to be furnished to all drivers, a copy retained with Vehicle Reports in the church office, and a copy to all members of the **Church Trustees**.

VI. Safety:

- A. An Emergency Equipment Bag containing a fire extinguisher, first aid kit and reflective triangles is located in back of van and properly secured.
- B. There will be **no smoking or use of alcohol/drugs** in the vehicle at any time.
- C. Driver/passengers must keep seat belts fastened while traveling.

VII. CONTINUED OPERATION OF/OR DISPOSITION OF CHURCH VEHICLES IS CONTINGENT UPON THE DECISION OF THE CHURCH TRUSTEES THE CURCH TRUSTEES RESERVE THE RIGHT TO AMEND THESE REGULATIONS AT ANY TIME.

VIII. Church Vehicle Maintenance

RESPONSIBILITY OF THE CHURCH TRUSTEES

PURPOSE:

- A. To provide assistance to the Chairman of/and the **Church Trustees** in supervising the use of the church vehicles in accordance with the Church Vehicle Operating Procedure, Rules and Regulations as approved by the **Church Trustees**.

- B. To maintain vehicle reports and other records as may be necessary.
- C. Check weekly to determine that:
 1. Vehicle returned to designated “parking area” with interior clean and all refuse removed by last group using the vehicle.
 2. Vehicle is not damaged in interior and exterior by last user.
 3. Motor oil is at the proper level, all tires are inflated properly, and water levels are checked in radiator. A member of the Trustees will be selected to perform the duties as outlined in this sub-paragraph.
 4. Vehicle is lubricated at proper time, oil changed as required by Operator Manual, and exterior washed and interior cleaned, if needed. A member of the **Church Trustees** will be selected to perform the duties as outlined in this sub-paragraph.
- D. Report to Chairman, **Church Trustees**, any infraction to vehicle rules and regulations.
- E. Report to the **Church Trustees** at each meeting regarding the Vehicle usage, scheduling, and any recommendations to improve the vehicle operation in the ministry at **Toms Brook United Methodist Church**.