

# USE OF CHURCH VEHICLES

## Statement of Policy:

Vehicles owned and operated by Concord Christian Church are for the purpose and support of ministry. They are made available to ministry groups and organizations of Concord Christian Church to provide safe and dependable group transportation for Church related activities and ministry functions. Church vehicles will not be loaned or leased to outside groups.

*“Then Jacob left Beersheba, and Israel’s sons took their father Jacob and their children and their wives in the carts that Pharaoh had sent to transport them.”  
Genesis 46:5*

## Procedures:

### 1.0 GENERAL GUIDELINES FOR USE

.01 Uses of Church vehicles shall be in compliance with these guidelines, the policies of our insurance carrier and applicable state and federal laws. Failure to abide by any of these rules shall result in the denial of future use of Church-owned vehicles.

.02 Church vehicles are to be used exclusively for the support of Concord Christian Church ministries and programs. Any use apart from this purpose is strictly prohibited.

.03 Church vans will be used for no less than five and no more than ten passengers. Each passenger must have access to and use a seat belt.

.04 A driver must be capable of operating the assigned vehicle and performing emergency procedures. A Vehicle Utilization form (4.009) must be completed, signed and returned to the Concord Christian Church Administrative Assistant’s office. If certain procedures cannot be performed, training and assistance will be provided.

.05 The driver will be responsible for making certain that all procedural rules are followed, pre and post inspections are done and recorded, and financial obligations paid.

.06 Keys are to be checked in and out from the Administrative Assistant's office. The Request for Vehicle Use must be completed and provided to the Administrative Assistant.

.07 The driver will have the responsibility of picking up the vehicle from the designated area and returning it to that same area after the trip.

.08 The vehicle must be filled with gas at the end of the trip and returned to the parking area with the tank filled and interior clean.

.09 Groups may charge gasoline on a church credit card or can be reimbursed as an out-of-pocket gasoline purchase. The driver must submit a receipt with a completed Purchase Approval Form (4.032) to the Church Financial Administrator within three days of returning the vehicle to the Church.

.10 Each passenger must wear a seat belt. All children under the age of 4 must be properly secured in a child restraint device that meets the standards adopted by the United States Department of Transportation. All child restraint devices must be properly installed in the vehicle by the parent or guardian. All children age 12 or under must ride in the back seat of a car properly restrained in their seat belt. If a parent or guardian is not present, the person in charge will be responsible for ensuring that all restraint devices are in proper use.

.11 Adequate adult supervision (at least two legal adults) is required on all trips where minors are involved. It is the responsibility of the trip director to secure adequate adult supervision and adhere to the Prevention of Children and Youth Abuse policy as documented in the Leadership and Management Section of this Policies and Procedures Manual.

.12 Concord Christian Church will not be responsible for traffic tickets of the driver. Only Church approved drivers may drive the vehicle.

.13 Smoking is not permitted in a Church vehicle.

.14 Church vehicles are never to be driven on the beach or on other off-the-road type use.

.15 Insurance coverages on Church vehicles will meet or exceed all state and federal requirements and will be reviewed annually. The Church will carry liability insurance to cover collision on the vehicle. An umbrella liability policy has also been secured to carry insurance limits to a much higher level. An Auto Safety Certification (4.019) must be completed by volunteers who are using their personal vehicle to transport children or youth to church sponsored activities.

.16 Contracted commercial vehicles shall be considered for most all out-of-state ministry trips.

.17 An up-to-date owner registration, proof of insurance card and list of important phone numbers will be kept in a separate envelope marked "Important Vehicle Papers" and placed in each vehicle's glove box. Additionally, the following reports/forms will be kept on a clipboard inside the glove box:

- Vehicle Utilization Form (4.009)
- Incident Investigation Report (4.006)
- Vehicle Maintenance Record (4.010)

.18 A Vehicle Safety and Survival Kit shall be in each vehicle.

.19 Refer to the Safety and Protection Section of this manual for a list of [Vehicle and Road Safety](#) procedures that must be followed by all drivers.

## **2.0 REQUESTING USE OF VEHICLES**

.01 All vehicle requests shall be submitted using the Request for Vehicle Use

.02 The Administrative Assistant can be called to temporarily reserve a vehicle for a specific date. The assistant will "pencil" in this request on the vehicle use calendar.

.03 This request must be approved by the Executive Minister or designee.

.04 Ideally, requests shall be submitted at least two weeks in advance. Emergency requests will be handled on a case-by-case basis.

.05 Once the request has been received, it will be reviewed for completeness. Requests may be denied if either of the following is determined:

- Use is detrimental to vehicle life.
- Use is contrary to established Church policy.

If the purpose is deemed not appropriate, the request will be returned to the initiator stating the reason for the denial.

.06 Approval of requests will be based on a "first-come, first-serve" basis. In certain situations in which two groups require the use of a vehicle on the same

day, the Executive Minister will make a determination as to which group shall be authorized to use the vehicle. He will take into consideration the number of persons in each group, the distance being traveled, and the availability and/or cost of optional transportation.

.07 Arrangements of after-hours checkout and turn-in must be made in advance by calling the Administrative Assistant.

.08 Those having ongoing use of vehicles can block their usage by submitting a Vehicle Request and noting under "When Needed" that it is an ongoing need. The Administrative Assistant will then make sure that request is filled out and ready each time the vehicle is needed.

.09 All vehicle use will be scheduled on the on-line central calendar.

### **3.0 AUTHORIZED DRIVERS**

.01 Only authorized drivers shall operate Church vehicles.

.02 Persons wishing to be an authorized driver must meet and/or complete all of the requirements listed below.

- Hold a valid North Carolina driver's license.
- Read and understand the Church's Use of Church Vehicles and Vehicle and Road Safety policies.
- Receive instruction on preventive maintenance and emergency procedures.
- Be knowledgeable about the vehicle and experienced in the appropriate vehicle handling characteristics.
- Receive instruction on the completion of all associated paperwork.
- Have no medical restrictions that would jeopardize the safety of others.
- Due to insurance restrictions, no driver under the age of twenty-one (21) will be permitted to drive Church vehicles.

### **3.1 Screening Prospective Driver**

.01 If the purpose for use is deemed appropriate and the driver meets the

requirements noted above, then the named driver on the request form will be checked against the Church's Approved Ministry Vehicle Drivers List. If the driver is listed on this list, then the use request will be approved unless the Executive Minister feels that a concern may exist.

.02 If the named driver is not listed on the Approved Driver's List, then the Executive Minister's office will request the proposed driver to complete a Vehicle Driver Application (4.008). This information will be used to screen the potential driver through the Church's insurance company and the State's Department of Motor Vehicles for the purpose of determining if the requested drivers' driving records are safe enough for driving a Church vehicle. Once the driver has been screened and deemed to be a safe driver, his/her name will then be added to the Church's approved list. Those requesting the use of Church vehicles must understand that this screening process will take several days to complete.

.03 All individuals on the Church's Approved Driver's List will be re-screened on an annual basis by the Executive Minister's office.

.04 These screening requirements will also be required on vehicles that are leased by the Church for use in Church activities.

#### **4.0 PREPARING VEHICLE FOR USE/CHECK-OUT/CHECK-IN**

.01 Driver shall pick up keys and clipboard during regular office hours. Under no circumstances, will vehicle keys be given to a driver who has not been pre-approved.

.02 The driver will be provided a list of the General Guidelines for Use of Church vehicles (noted above).

.03 Every approved driver of a Church vehicle will be required to complete a Vehicle Utilization Form (4.009), paying specific attention to the pre and post trip sections with the forms. This report will be furnished to the driver on a clip board along with the vehicle keys.

.04 Upon return of the vehicle, the driver shall record the ending mileage on the Vehicle Utilization Form (4.009). The vehicle shall be returned to the parking area where it was picked up. All windows and doors shall be closed and then the vehicle locked. The clipboard, completed reports and keys will be returned to the Administrative Assistant's office.

.05 Emergency equipment must be inventoried prior to each trip. Missing items must be noted. Failure to note a missing item, which is subsequently reported as missing, may result in the previous operator being billed for the replacement item.

.06 The driver of the vehicle must see that it is cleaned of all litter, loose clothing, etc. following the trip.

.07 Groups using the vehicle will be held responsible for any interior damages incurred on the trip.

.08 The Van Ministry Leader will review these reports and schedule needed repairs if deemed necessary.