

Christ Church Van Use Policy

Transportation is required for Christ Church as part of its program and ministries. It is important that this transportation is accomplished in the safest manner possible. For these reasons, this Vehicle Use Policy is adopted.

- I. Scheduling Use of Van
 - a. Sign-up for van use will be coordinated by the Executive Assistant.
 - b. Driver to maintain the checkout notebook in their possession while they are in possession of the van.
 - c. Anyone who signs out the van must leave a copy of their driver's license in the church office.
 - d. Use of Church van will be limited to organized groups and activities related to the ministry of Christ Church.
 - e. The Church van may not be borrowed for personal use, loaned or leased outside the church.

- II. Drivers
 - a. All drivers must be at least 25 years of age.
 - b. Drivers must have no more than one moving violation in the past 36 months.
 - c. Drivers must have no chargeable at-fault accidents for the past 36 months. (B and C will be verified by motor vehicle records check)
 - d. All drivers must complete a van driver application form and an authorization for background check before being approved to drive the van. This application gives Christ Church permission to complete a background check and a DMV check. A copy of the prospective van driver's license must accompany the application with an authorization to check his/her driving record. Only those individuals who have viewed a video on safe transportation provided by Christ Church will be authorized to drive the van. Christ Church will maintain a current list of qualified drivers who have successfully completed the course. Only qualified drivers listed by the church may drive the van.
 - e. All drivers must view a 20 minute safety video. Once the application is received, an email will be sent with a link to the video.
 - f. Drivers cannot drive more than 10 hours in a 24 hour period.
 - g. Trips over 5 hours must have more than one qualified driver.
 - h. Drivers are responsible for any and all traffic or parking citations, tickets, and fines incurred while driving.
 - i. Drivers must obey all traffic laws.
 - j. Driver has responsibility to assure that occupants remain in seats with lap/shoulder belts worn correctly.

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- k. Drivers assume responsibility for safe use, security, and proper maintenance of van while in their custody
- l. Driver(s) are responsible to assure vehicles are returned clean (inside and out), without litter, refueled, and fluid levels checked. Report any needed repairs to the church office by the first working day after the return.
- m. In the event of an accident, the driver shall be responsible for filing appropriate police reports and reporting any accident to the Church office or designated person for after-hours contact listed in the Check-out packet.
- n. All drivers must sign a written affirmation once a year that they have read and understand all policies regarding use of the van and will abide by them.

III. Occupants

- a. **Lap/Shoulder belts must be worn correctly at all times by all occupants while vehicle is moving.**
- b. All occupants will follow directions of the driver.
- c. No more than 12 occupants may ride in the van.
- d. Passengers are responsible for their personal possessions on all trips.

IV. General

- a. No trailer other than the church owned trailer may be pulled behind the van.
- b. No more than 4 persons may ride in the vehicle when it is pulling a trailer.
- c. Absolutely nothing will be loaded on the van roof.
- d. The Christ Church Board of Trustees reserves the right to amend these policies at any time.
- e. The church van shall not be used to transport freight, furniture or other large or bulky items.
- f. The van key is not to be duplicated. Report lost keys to church office.
- g. There will be no smoking in the vehicle at any time.

V. Gasoline and Maintenance

- a. Groups using the vehicles will be responsible for providing their own gasoline. The tank must be full when the vehicle is returned.
- b. Regularly scheduled maintenance, oil and filter change and lubrication will be arranged by the staff person assigned to manage the calendar.
- c. Major maintenance will be approved by the Trustees or the Facilities Manager at the direction of the Trustees.
- d. The tires shall be visually inspected and checked for proper inflation monthly.
- e. Tires will be replaced every three years.
- f. A written log shall be maintained of all maintenance performed on the van.

- VI. Insurance & Emergencies
 - a. Proof of insurance is kept in the van check out packet.
 - b. Each driver must be familiar with the procedures for reporting involvement in an accident, responding to emergency situations, etc.
 - c. Tools and first aid equipment are kept in the rear of the van. All emergencies are to be reported to the church office or to one of the ministers.

- VII. Check-out packet includes:
 - a. Proof of insurance
 - b. Emergency phone number of church office
 - c. Emergency phone number for designated person for after-hours contact
 - d. Owner's manual
 - e. Copy of registration

- VIII. Emergency Kit includes:
 - a. First Aid Kit
 - b. Roadside safety materials
 - c. Basic tools
 - d. Emergency Kit to remain in van at all times

I have read and understand all policies regarding use of the van and will abide by them.

Signature

Date

Printed Name