

**First Methodist Church Washington
(FMCW)
Vehicle Usage Policy**

Attachment: Church Van Trip Sheet

FMCW Vehicle Usage Policy

The following Policy and guidelines have been established to provide consistency in the administration of the use of church vehicles, and to avoid damage, injury or abuse to the vehicles and its users. FMCW Trustees, with approval by Church Council, are responsible for this policy.

1. Purpose of the church vehicles: The church vehicles have been provided to facilitate the ministries of FMCW. This is the primary purpose for the vehicles. FMCW vehicles shall not be used by any outside activity. The risk associated with loaning the vehicles is too great.

2. Administration

- a) The church office/staff will have the oversight of the church vehicles. Questions or needs not specified in this policy must be directed to the Office Administrator or Trustees.
- b) Routine maintenance on the vehicles will be performed by pre-approved church members or a professional mechanic.
- c) Fuel costs for the vehicles will either be taken out of a specific ministries budget or the “general vehicle” budget for church specific uses.

3. Reservation procedure

- a) All requests to use a church vehicle must be scheduled through the church office. Contact the church office at least one week prior to the date needed for the vehicle.
- b) Requests for use of the vehicle will be honored on a first come, first serve basis.
- c) Church ministry function requests will take priority over non-church ministries requests.
- d) Church vehicles must have Trustee approval prior to travel outside of the state.

4. Regular Maintenance

- a) Oil and Filter changed every 7500 miles.
- b) Tires rotated every 7500 miles.
- c) Front end alignment, ball joints, brakes and universal joints checked at each inspection.
- d) Annual NC State inspection as required.

5. Driver Requirements and Responsibility

- a) Age & Driver requirements:
 - a. For insurance reasons only licensed drivers between the ages of 25-75 who have been approved by the church and cleared by the church insurance may drive the church vehicles.
 - b. In order to drive any FMCW vehicles you must be on the approved driver's list which is maintained by Office Administrator.
 - c. To be on the approved driver's list you must complete a form for church vehicle driver's and include a copy of your driver's license.
 - d. Anyone wanting to operate a vehicle will have a background check and motor vehicle record pulled. Persons with a DUI or a moving violation within 1 year will not be approved to operate a FMCW vehicle.
 - e. A copy of your current driver's license will be kept on file in the church office. If a driver's license expires, that person will be removed from the approved driver's list.

- b) Prior to trip departure the driver shall:
 - a. Come to the church office to secure the vehicle keys and vehicle notebook. If trip departure time is during non-office hours, arrangements may be made with the church staff to pick up these items during office hours.
 - b. Do a pre-trip inspection of the vehicle and start to fill out the Pre-Inspection portion of the trip form.
 - d. Follow the church safe sanctuary provisions for adult supervision of children, youth and vulnerable adults.
 - e. Obtain all necessary car seats or booster seats for any infant or young child as required by law. A parent or guardian is required to provide and install such equipment.

- c) While Traveling
 - a. All drivers should be well rested before travel.
 - b. No driver should drive more than 6 hours without at least a one hour break from driving.
 - c. Drivers shall not drive more than 12 hours without an overnight break.
 - d. During long distances travel, it is recommend that break stops happen every 2-3 hours for driver and passenger comfort.
 - e. The driver and/or adult passenger(s) are responsible for the conduct of the riders and have the right to expel unruly passengers-taking care that they arrive home safely (example: for minors, a parent/guardian will be called and they will need to arrange for transportation home).
 - f. No smoking, alcoholic beverages, or drugs are allowed in the vehicles.
 - g. Snacks and food items are allowed, but the responsible adult or group will also be responsible for cleanup of any spills or crumbs.

- h. The vehicle will be operated at all times by the driver in compliance with all applicable state and federal laws and regulations.
- i. Any violation of these laws that results in a fine **will be paid by the driver.**
- j. Do NOT speed.
- k. Church vehicles are NOT for off-road use.
- l. Church vehicles are NOT to be used for hauling anything that may damage the interior.
- m. Absolutely nothing will be loaded on the roof of any church vehicle.
- n. Church vans may not be used to tow any heavy or multi-axle trailers. A light single axle trailer may be towed with Trustee approval on a case by case basis.
- o. Van passengers will be limited to 10 passengers if approval to haul a trailer is granted.
- p. Drivers are not allowed to use cell phones while driving. If necessary, have an adult passenger make the call or pull off the road to a safe location before talking on the cell phone.
- q. Seat belts will be worn by ALL passengers and the driver at all times while the vehicle is in motion.
- r. Everyone shall remain seated while the vehicle is in motion at ALL times.

d) Breakdowns

- a. Park vehicle as far from the travel portion of the road as possible.
- b. Turn on four-way flashing hazard lights.
- c. Keep all passengers in the vehicle unless vehicle is on fire or poses other hazards to the occupants.
- d. Call for help using a cell phone.
- e. If repairs cannot be made on the roadside, transportation arrangements must be made for all vehicle occupants.

e) Accidents

- a. Stop immediately and determine injuries and damage.
- b. If possible, avoid obstructing traffic.
- c. Aid the injured and see to it that they receive medical attention as soon as possible.
 - 1. Unless in immediate physical danger, do not attempt to move the injured person(s).
 - 2. If you or others are trained in first aid, administer care to the injured.
 - 3. While tending to the injured person(s), send someone to call for help.
- d. For ALL traffic accidents- no matter how minor- contact law enforcement and obtain a report.
- e. Do not admit fault but give law enforcement pertinent details of the accident.
- f. Use Accident Report form (in glove box) to obtain witness names and telephone numbers.

- g. Use Accident Report form (in glove box) to record all accident details in writing.
- h. Notify the church staff, your family, and families of other passengers involved in the accident.
- i. If the vehicle is damaged as a result of negligent use, then the individual(s) responsible may be required to pay for any necessary repairs.

f) Upon returning the vehicle

- a. Fill up the gas tank.
- b. Remove trash and belongings from the interior.
- c. Complete the Trip form, including any maintenance needs or any damage/accident. Return the vehicle Notebook and all forms to the church office.
- d. Church vehicles shall be parked in proper locations and locked when returned.
- e. Return the vehicle keys to the church office.
- f. Keys shall NOT be kept longer than 24 hours after vehicle is returned.
- g. Overall the vehicle is to be returned in the condition it was taken. This may involve washing and vacuuming the vehicle.
- h. Failure to return vehicles filled with fuel and in a clean condition may result in further fees and loss of driving privileges.

Church Van Trip Sheet

Driver: _____

Group Using Van: _____

Purpose of Trip: _____

Primary Destination: _____

Secondary Points Visited: _____

Departure Date and Time: _____

Odometer Reading Beginning: _____

Odometer Reading Return: _____

Gallons of Gas: Full _____

Oil Checked: Yes _____ No _____ Oil Added: Yes _____ No _____

Tires Checked: Yes _____ No _____

Problems:

Van Found Clean: Yes _____ No _____ Van Left Clean: Yes _____ No _____