

## St James United Methodist Church Vehicle Use Policy

### Purpose

- The safety of our passengers at St James United Methodist Church is very important. With this in mind, St James has instituted the following policy and procedures.
- The church vehicles provide needed transportation to and from church and for church activities. The church vehicles are to be used exclusively by church sponsored groups and affiliated ministries, to include but not be limited to: Weekday Ministries, St James Children, Youth, Young Adult, and Adult Ministries, Emmaus community, St James' Boy and Girl Scout Troops and Cypress Glen as well as activities associated with the general operation of the church.
- From 2:00 pm - 4:00 pm, Monday through Friday, Weekday Ministries shall have primary use of the church vehicles. The exception to this, is that Van 1 will be for the primary use of general Church activities. If Van 1 is not reserved within 7 days of the date needed, it will be available for Weekday Ministries.
- From 10:00 am - 1:00 pm, on all Sundays, the Cypress Glen Bus Ministry shall have primary use of the church bus.
- Outside of these times the vehicles will be available for any church group on a first-come, first-served basis. Reservations for the use of the vehicles are to be made through the Facilities Manager. Each group using the vehicles must have an authorized driver who will make the reservation and assume the responsibility for the vehicles on behalf of their group.
- Church vehicles shall only be used for trips within the State of North Carolina.
- Any group that wishes to take a church vehicle on a trip farther than a 100 miles radius must get prior approval from the Board of Trustees. **The Trustees only entertain these requests at their regularly scheduled meetings. All such requests must be submitted to the Facilities Manager not less than 60 days prior to the trip.**

### Authorized Drivers

- A completed Vehicle Operator Information Form, signed Vehicle Use Policy, and copy of a valid North Carolina driver's license must be on file in the Facilities Manager's office.
- Must have successfully passed the church driver training for respective vehicle. A refresher training is required every 4 years.
- Must be approved by the Church's insurance carrier.
- Must have a "clean" driving record.
- Authorized drivers are responsible for maintaining appropriate discipline and conduct among group members using the church vehicles, reflecting our Christian faith, St James' reputation, and usual standards of vehicular safety.

### Scheduling

- All requests for use of vehicles will be scheduled through the Facilities Manager by completing a Vehicle Use Request form. Use of vehicles without scheduling is a violation of church policy.
- Only drivers who are listed on the approved drivers list, as maintained by the Facilities Manager, will be allowed to schedule vehicles.
- The Facilities Manager will maintain vehicle schedules and be responsible for all keys and vehicle documentation.

## Use

- Only authorized drivers shall be permitted to use church vehicles or vehicle rentals for church related transportation needs. This includes drivers associated with groups directly connected with the Church as well as groups sponsored by the church.
- Authorized drivers are responsible to cover and protect the vehicle seats and interior from damage due to water, paint, and dirt.
- Use of church vehicles for personal purposes is prohibited.
- Drivers must be well rested and drive cautiously being especially careful on country or curvy roads. Drivers must drive responsibly at all times and follow all traffic regulations, including the speed limit.
- Drivers are responsible for all traffic and parking violations they incur. Excessive traffic violations will lead to loss of authorized driver status.
- Drivers may not answer, talk, or text on any cell phones. Vehicle radios and speakers shall only play age appropriate and ministry appropriate music.
- Smoking is not allowed at any time in church vehicles.
- Pets and animals of any kind are not allowed in church vehicles.
- No items shall be placed on the roof of vehicles nor shall vehicles be used to pull trailers.
- Vehicles must be locked, windows rolled up and lights turned off when not in use.
- ALL passengers must wear seat belts. It is the driver's responsibility to insure all passengers are aware of and adhere to this policy. There may not be more passengers in any vehicle than the number of seatbelts in the vehicle.
- Children must ride in approved child safety seats and meet all current state laws relative to age, weight, and height.
- Upon returning vehicles to the church, drivers are responsible to insure all food, trash and belongings have been removed.
- Each vehicle must be returned to the church at the time agreed and the driver shall submit a completed Vehicle Trip form and keys to the Facilities Manager. Drivers shall inform the Facilities Manager of maintenance needs upon returning vehicles.
- Each vehicle must be returned with a full tank of gas.

## Accidents/Insurance

- If a vehicle or vehicle rented in the name of the Church has been involved in a traffic accident or is damaged in any way, in addition to following all appropriate laws, the driver must report to the Facilities Manager, within 4 hours of the accident.
- If a vehicle or vehicle rented in the name of the Church has been involved in a traffic accident, drivers shall use the Church Insurance information provided in the vehicle glove compartment. Church vehicle use is covered by the Church's insurance policy for authorized drivers only.
- Drivers shall use the Collision Information Sheet located in the vehicle glove compartment to ensure all information is collected following an accident.
- Drivers shall be responsible to contact the police, and if required obtain a police report, and submit all required reports in connection with an accident.
- All documentation associated with an accident, including a properly completed Collision Information Sheet, shall be submitted to the Facilities Manager by the end of the following business day of the accident.

I have read, understood and will follow these policies, training information, and procedures related to Church vehicles and vehicle rentals.

Requesting Driver: \_\_\_\_\_ Date: \_\_\_\_\_