

Vehicle Use Policy

Purpose:

The purpose of this policy is to provide written guidelines for the operation of all church owned or rented vehicles. It is understood that all situations and circumstances may not be addressed and that from time to time modifications, deletions or updates may be required, but there is no substitute for common sense.

Driver Requirements:

- All drivers must be at least 25 years of age, and hold a valid driver's license and a clean driving record.
- All drivers shall be familiar with the vehicle specifications, controls, accessories and components and shall complete an orientation for the vehicle prior to driving.
- All traffic violations are the sole responsibility of the driver.

Requests for Use:

- Reservations- The vehicle may be reserved through the church office by completing a calendar request on a first come, first serve basis.
- Drivers- 2 drivers who meet the requirements above should be present on each trip in event of emergency.
- Keys- It is the responsibility of the driver to make arrangements for obtaining the vehicle keys during normal office hours.
- The church has the right to restrict any group or individual's right to operate a vehicle if suspected of abusive or negligent use.
- It is each group's responsibility to put gas in vehicle. Upon return, fuel in the tank must be full. Failure to do so may result in forfeiture of future use. Review funding options with Finance before departing.
- Upon completion of trip, driver will fill the tank full, and return vehicle to designated parking area. Vehicle must be returned with interior clean and all refuse removed.

Use of Vehicle:

- Personal use is not permitted.
- There will be no smoking or use of alcohol/drugs in the vehicle at any time.
- Driver/passengers must keep seat belts fastened while vehicle is in operation.
- No group size shall exceed stated vehicle capacities.
- Drivers must drive responsibly at all times and follow all traffic regulations, including speed limits.
- Report any maintenance needs and/or accidental damage to the church office immediately.
- Children younger than four years of age or under 3 ft tall, must ride in a child safety seat.
- **Drivers may not talk or text on their cell phones while operating the church vehicle.**
- The following items shall remain in the vehicle at all times:
 - Copy of vehicle registration
 - Insurance information
 - Fire extinguisher and first aid kit

NEXT PAGE FOR CONTACTS AND SIGNATURES

Contacts:

- Vehicle Scheduling: Tina Christie tinac@discovernewhope.com
- Vehicle Forms and Keys: Shelly Caperton shellyc@discovernewhop.com
- Vehicle Gas Funding: Ginger Jensen gingerj@discovernewhope.com

Signatures:

Department Minister/Pastor (Print Name): _____

Department Minister/Pastor (Signature): _____

Date: _____

Driver 1 (Print Name): _____

Driver 1 (Signature): _____

Date: _____

Driver 2 (Print Name): _____

Driver 2 (Signature): _____

Date: _____