

TRINITY EVANGELICAL CHURCH REDLANDS, CA VEHICLE USE POLICY FOR CHURCH OWNED OR PERSONAL VEHICLES

These policies and procedures have been established to provide consistency in the management of vehicles used for church activities, whether owned by the church or its volunteers.

The purpose of the Vehicle Use Policy is to establish a fair process for the use of the church's owned and/or leased vehicles and to monitor the use of vehicles used and owned by volunteers for church related activities.

1. Church vehicles are for ministry purposes and are not for personal use. If, in the rare occasion a vehicle is needed for personal use the request must be signed off by the Senior Pastor or church Administrator.
2. Drivers must be qualified and approved by the church in advance of use, maintain required licenses and personal automobile insurance when using privately owned vehicles. No person under the age of 25 shall be permitted to operate a vehicle on behalf of a church activity. No driver with a DUI within the last 10 years should drive a Trinity vehicle or for a Trinity event or activity. If the DUI was over 10 years, use of the driver should be approved by the Senior Pastor or Church Administrator. No driver with more than two moving violations within a 12 month period should drive a Trinity vehicle or for a Trinity event. No driver that has been convicted of negligent homicide, aggravated assault with a motor vehicle, or commission of a felony arising out of the use of a motor vehicle shall be permitted to operate a vehicle on behalf of a church activity.
3. Drivers shall be qualified and approved only by the Director of Administrative Support Services. The driver will present a current Driver License to be photocopied. Drivers must be willing to provide Trinity Church with their driving record upon request.
4. Use of a church vehicle or privately owned vehicles for church activities should be planned at least two weeks in advance of the need. Reservations for Trinity owned and/or leased vehicles shall be completed through the Director of Facilities. Privately owned vehicles used for church events must be properly maintained and in good working condition and copy of proof of insurance with 100/300 limits must be provided to the Director of Administrative Support Services prior to the event.
5. Drivers shall drive responsibly at all times and follow all traffic regulations, including the speed limit. Vans are particularly susceptible to rollover if sharp turns are made at excessive speed.
6. **While operating** a church owned or privately owned vehicle:
 - Children shall ride in approved safety seats as required by State law.
 - All passengers must wear seatbelts at all times. There may be no more passengers in the vehicle than seatbelts available.
 - Smoking in the vehicle is prohibited.
 - Drivers may not initiate or receive phone calls or text messages while the vehicle is on a public roadway even at a stop light.

- The driver is the guardian of both passengers and the reputation of the church. Aggressive driving will not be tolerated.
- Drivers and occupants are expected to treat the vehicle with respect and operate it gently.

7. The following is required **upon the return** of a church vehicle:

- Check the vehicle in with the Director of Facilities or his designee.
- The fuel tank shall be full. Fuel expenses shall be submitted promptly.
- All trash and personal belongings shall be removed. The vehicle shall be vacuumed or washed if there is an excess of dirt or food spillage.
- The time out, time in, mileage out and mileage in shall be recorded on the vehicle log.
- Any maintenance defect or damage shall be recorded on the vehicle log and reported to the Director of Facilities.
- Leave the vehicle in the condition you would expect to receive it from others.

8. Any **traffic accident or traffic violation** shall be reported immediately to the Director of Administrative Support Services or Finance Manager. Driver shall obtain the name of the police department and the police report number at the scene.

9. To drive on behalf of the church is a privilege. The Church reserves the right to remove any driver from the approved driver list.

10. When transportation will be provided as a caravan, chaperones and drivers shall plan in advance to assure appropriate adult/child ratios and careful accounting for children at rest stops, way points and pick-up/drop-off. Children will be released only to approved parents/guardians.

11. Motorcycles and 15 passenger type vans (with or without all seats) cannot be used for church events. Only ten passengers, including the driver are allowed in vans driven by drivers possessing a CA Class C Driver License. Up to 12 passengers, including the driver are allowed in vans driven by drivers possessing a CA Class C Driver License that possess the following:

- Evidence of a medical examination required for a Class B CA Driver License.
- The driver must keep in the vehicle a statement signed under penalty of perjury that he or she has not been convicted of reckless driving, drunk driving, or hit-and-run in the last 5 years (CVC 12804.9(j)).

I acknowledge that I have read the vehicle use policies and agree to follow them.

_____ **Date:** _____
 (Driver)

_____ **Date:** _____
 (Church representative)

Maintain with Driver Qualification

TRINITY EVANGELICAL CHURCH REDLANDS, CA

Ministry Volunteer Driver Form

In order to use a personal vehicle for a church sponsored function, I

_____ agree and acknowledge the following:
(Printed name of volunteer – as shown on driver's license)

- I declare that I have a valid California driver's license.
- I declare that I currently carry automobile insurance coverage for liability, property damage, uninsured motorist, and medical (100/300 liability limits).
- I agree to notify the Director of Administrative Support Services in the event that my driver's license becomes invalid or my automobile insurance goes out of force.
- I declare that I have had no more than one chargeable incident (in the past 3 years) and there are no major violations on my record. A chargeable incident is defined as a moving violation or an at fault accident. A major violation is defined as driving under the influence, reckless driving, felony hit and run, negligent homicide, aggravated assault with a motor vehicle, commission of a felony arising out of the use of a motor vehicle and any other incident that invoked more than three points on your driving record.
- I am not aware of reason (medical, behavioral, skills, or otherwise) that would disqualify me from driving on behalf of the church.
- I understand and accept that in the event of an accident my insurance will be primary.
- I understand and accept that the church will not provide or cover physical damage coverage in any way. Property damage to my vehicle or the contents within, are my responsibility.

(Volunteer Driver Signature)

(Date)
