

# St Johns United Methodist Church - Van Policies

## A. Vehicle Use Policies and Procedures

1. **Use of company vehicles for personal purposes is prohibited.**
2. Requests for vehicle(s) will be honored on a first-come, first-served basis. The managing staff may use its discretion to ensure that no group or individual monopolizes the use of the vehicle(s). When scheduling conflicts arise, Administration will request a final decision from Upper Management to resolve the conflict in schedules.
3. Only licensed drivers who are SJUMC, BOL or SJA Registered Drivers, over the age of 25 may operate organization vehicle(s).
4. Vehicle requests should be scheduled two weeks prior to the actual date of intended use. The Vehicle Usage log must be completed prior to the vehicle being removed from the church grounds.

## B. Vehicle Use Guidelines & Policy

*The following guidelines have been established in an effort to provide consistency in the management of organization's vehicle(s) and regular maintenance. These guidelines must be followed to avoid damage, injury, or abuse to the vehicles, facility and/or it's users. The purpose of Vehicle Use Guidelines is to establish a fair process for the allocation of the organization vehicles to as many members and staff as possible and to maintain a consistent process for management and maintenance of the organization's vehicle(s).*

1. For insurance reasons, only those who are over 25 years of age **and** are on the List of Registered Drivers for van use may drive the organization vehicles. Human Resources, maintains this list with a copy at the front desk. The senior pastors of the church will have final say on who will be approved to be on the list of Registered Drivers. Those who are approved must present their driver's license upon registering. Registered Drivers must also have a clean driving record for the past 3 years.
2. Drivers must drive responsibly at all times and follow all traffic regulations, including the speed limit. 15-passenger vans are known to be top heavy and are susceptible to rollover if sharp turns are made at high speed.
3. There must be 5 or more passengers for each trip in order to request a van. For inner city trips, for less than 5 people, a personal vehicle may be used and a mileage log & travel expense report must be completed, with gas receipt(s) for the reimbursement of any money spent on gas/mileage. This request is mainly for the proper reporting of grant compliance. Reimbursements will be handled through the Finance Department.
4. It is required that drivers sign out the key from the front desk on the day of request/departure. Guest Services will check to ensure the driver is on the List of Registered Drivers.
5. A Facilities/Maintenance or Guest Services person will check the van to verify it's working condition and complete the Mileage Log.
6. Drivers must sign to acknowledge the information on the Mileage Log, which is kept at the front desk. The drivers and a Facilities or Guest Services representative will make entries in the Mileage Log in the presence of the driver. Mileage will be logged in the appropriate log book according to the van number (*i.e.*, Van 1, Van 2, Van 3)
7. The driver's signature in the last column of the Mileage Log signifies that the driver agrees to abide by all Vehicle guidelines and policy and further understands that failure to comply with the rules, as set forth will result in termination of driver privileges.
8. The fuel tanks of the Vans have to be full at all times. It is the driver's responsibility to return the van with full fuel tanks. Facilities or Guest Service representative will check the mileage and fuel tanks before and after every trip. In case of emergency, when the driver cannot refuel, another registered driver will fill the tanks up after the trip, however the driver, ministry or department who used the Van will be accountable for the cost of the fuel. Assigned staff will also check the van's cleanliness and the condition of the engine. Independently from these checks, the van is thoroughly examined once a week for fluid levels and for the condition of the brakes and of other important parts.
9. Upon returning vehicle(s), **please remove trash and belongings from interior**, and vacuum if it is dirty. Remember to check fuel level prior to returning the vehicle.
10. Report any maintenance needs and/or accidents/damage immediately to the church administrative office using the **Van Maintenance Report** form, which is located in the vans or at the front desk. Return **all key(s)** to the front desk.
11. If the van requires immediate service, had been involved in a traffic accident, or is damaged in any way, it must be reported to Administration **immediately**. Please use the **Van Accident/Damage Report form** located in the van or at the front desk. If the van is damaged as a result of negligent use, the individual responsible may be required to pay for any necessary repairs. (For all traffic accidents – please contact the police and obtain a police report – these must be turned in to the Administration office on the third floor).
12. **The keys to all organization vans are kept in a key box and may not be removed and/or used without prior approval from Administration. Staff and/or members may not keep copies of the vehicle keys in their possession. All keys must be returned to the front desk immediately upon return.**
13. Children younger than four years of age or under three feet tall, must ride in child safety seats.
14. All passengers must be seated and in their seat belts at all times while vehicle is moving. There may not be more passengers in any vehicle than the number of seatbelts in the vehicle. For example, if there are 8 seatbelts, there should only be 8 passengers.
15. Smoking, eating and drinking is prohibited at all times in any of the vans.
16. Drivers may not answer, or talk on their cell phones while operating the church vehicle(s).
17. It has also been determined that, at all times, while in operation, the radio channels must be on either 89.3 FM (KSBJ) or 105.7 FM. Or may choose from classical and jazz channels.
18. Drivers who have had serious and/or repeat accidents may be removed permanently from the Registered Driver List.

Please treat the organization vans with respect while using it, and return them in a clean condition. Please be considerate to other groups, ministries or staff who will be using the van(s). **God** has blessed us tremendously with these vehicles and we are called to be good stewards over **everything** He has given us. Therefore, everyone's cooperation is needed to keep this valuable resource in good shape for many years to come.