

Sample Vehicle Use Policy

The following policy and procedures have been established in an effort to provide consistency in the management of our vehicles or vehicles used and owned by volunteers. 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 Policy is to establish a fair process for the allocation of the church's owned and/or leased vehicles to as many members and staff as possible and to monitor the use of vehicles used and owned by volunteers for church related activities . All reference to "**Church**" in this policy means_____.

The Vehicle Use Policy Administrator "**Administrator**" is _____ and his phone number is_____.

1. Use of church owned or leased vehicles for personal purposes is prohibited.
2. Drivers must have the appropriate state required class of license for the vehicle operated.
3. Requests for vehicles will be honored on a first-come, first-served basis. The Administrator may use their discretion to ensure that no group or individual monopolizes the use of the vehicles. When scheduling conflicts arise, the Administrator may request a final decision from the senior pastor to resolve the conflict in schedules.
4. Only licensed drivers who have submitted the Volunteer/Church Driver Application and have been approved by the Policy Administrator may drive any vehicle on church business.
5. When possible, vehicle requests should be scheduled two weeks prior to the actual date of intended use.
6. Drivers must 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.
7. There must be 5 or more passengers for each trip in order to request a church owned van.
8. It is required that approved drivers sign out the key and obtain a Usage/Maintenance Record form from the front desk on the day of their scheduled use of church owned vehicles.
9. The approved driver should complete the applicable sections of the Vehicle Usage/Maintenance Form before operating the vehicle. Please note that the fluid levels are checked at each refueling. If there are any problems, the Administrator should be advised before the vehicle is used.
10. The fuel tanks of the church owned/leased vehicles should to be full at all times. It is the driver's responsibility to return the vehicle with a full fuel tank. In case of emergency, when the driver cannot refuel, another registered driver can fill the tanks up after the trip. Gas and repair reimbursement is subject to the church's standard expense reimbursement policy.

11. Upon returning the vehicle, please remove trash and belongings from interior, and vacuum if it is dirty.

12. Report any maintenance needs and/or accidents/damage immediately to the Administrator . Return all key(s) to the front desk. (For all traffic accidents – please contact the police and obtain a police report – these must be turned in to the Administrator).

13. The keys to all owned/leased vehicles are kept in a key box and may not be removed and/or used without prior approval from the Administrator. 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.

14. Young children must ride in child safety seats as required by state/federal regulations.

15. 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.

16. Smoking, eating and drinking is prohibited at all times in any of the vans.

17. Drivers may not answer, or talk on their cell phones while operating the church vehicles.

18. The Church reserves the right to remove any driver from the approved driver list.

Please treat the Church's vehicles with respect while using them, and return them in a clean condition. Please be considerate to other groups, ministries or staff who will be using the vehicles. 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.

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

Date:_____

Approved By Policy Administrator:

Date_____