

# **Cannon's Camp Ground United Methodist Church Vehicle Usage Policy**

## **1. Purpose**

The purpose of these policies is to provide written guidelines for the operation of all church vehicles. These vehicles include: buses, mini buses, vans, etc. (church owned or rented). It is understood that all situations and circumstances may not be addressed in this Policy and the Board of Trustees may from time to time modify, delete and otherwise update this policy as needed. There is no substitute for common sense. If any questions arise which are not covered in these policies, the Chairman of the Board of Trustees should be contacted so that a meeting of Board may be called to render a decision.

## **2. Driver Requirements**

- a) All drivers must be ages 25 to 65 years of age, hold a valid South Carolina drivers license and be a member of Cannon's Camp Ground UMC. A driver may be over the age of 65 so long as he/she holds a current Commercial Drivers License (CDL) or has received a letter from a physician indicating the individual is in good health and physically capable of driving. A copy of said letter shall be provided to the Church Secretary prior to trip so that the insurance agent may be notified as required.
- b) All drivers shall be familiar with the vehicle specifications, controls, accessories and components and shall complete an orientation for the vehicle prior to driving.
- c) A Commercial Drivers License (CDL) is required for any vehicle which is capable of carrying more than fourteen passengers plus a driver or as required by the State of South Carolina.

## **3. Usage Rules**

- a) Vehicles may be used by any qualified member or groups of Cannon's Camp Ground United Methodist Church for church related trips.
- b) Vehicle gas tanks shall be filled following each trip. The group using the vehicle is responsible for replacing the gas used upon completion of trip.
- c) Any group desiring to use a vehicle should reserve its use by completing the Vehicle Request Form (Exhibit A) through the Church Secretary and the reservation shall be placed on the Secretary's calendar. Reservations are on a first come first serve basis.

- d) Vehicles will be serviced and maintained in accordance with the manufacturer's recommendations. The Trustees are responsible for seeing that this is done.
- e) Groups using the vehicles will be responsible for cleaning after each use and for completing the checklist. The checklist should be returned to the church secretary.
- f) The driver and all passengers must wear seatbelts at all times if available. All passengers must remain seated when the vehicle is operation. No one shall extend body parts outside of the vehicle while it is moving and nothing shall be thrown from the vehicle.
- g) The driver is ultimately responsible for the operation of the vehicle and may make decisions accordingly. The driver may remove any person from the vehicle as necessary. During trips involving youth a sufficient number of chaperones should be included to maintain order and discipline.
- h) No group size shall exceed stated vehicle capacities.
- i) No alcohol or tobacco is allowed on any church vehicles.
- j) If vehicle rules are not strictly adhered to, the group will lose privileges of the vehicle for a period of time to be determined by the Board of Trustees.
- k) Vehicles shall not be used if any unsafe conditions exist – i.e.: icy roads, worn tires, signs of needed repair, etc. Vehicles shall be driven in a safe manner at all times.
- l) The driver is responsible for any traffic or parking violations and must remit payment to proper authorities.
- m) The driver is to report any accidents to proper authorities, complete an accident report and contact the emergency contact.
- n) Groups are responsible for intentional or reckless acts by a member of the group. If an individual is determined to have deliberately caused damage to the vehicle, that individual is responsible for the costs of repair.
- o) Personal use of church vehicles is not permitted.
- p) A Log Book will be maintained and kept on the vehicle. The driver is responsible for completing the required information in the log book. (Exhibit B)

- q) When not in use, all vehicles shall be parked and locked on church property. Efforts should be made to keep vehicles in facilities built for such purpose.
  
- r) The following items shall remain in the vehicle at all times:
  - i. Copy of vehicle registration
  - ii. Copy of this Vehicle Usage Policy
  - iii. Insurance information
  - iv. Emergency phone numbers
  - v. Fire extinguisher, first aid kit and emergency triangle reflector kit.
  - vi. Vehicle check list (Exhibit C)
  - vii. Log book
  
- s) The driver of the group is responsible for:
  - i. Completing the logbook – pre trip and post trip
  - ii. Picking up and returning keys to the Church office
  - iii. Confirming the vehicle is cleaned following use
  - iv. Enforcing discipline and abiding by these rules

Approved by the Board of Trustees – Cannon’s Camp Ground United Methodist Church

By: \_\_\_\_\_

Date: \_\_\_\_\_