

HIBBEN UNITED METHODIST CHURCH CHURCH VEHICLE USE POLICY

August 9, 2002
Revision 1 - 09/03/2002

This is a policy governing the use of the Church's vehicles created by the Board of Trustees.

I. SCHEDULING AND UTILIZATION

- A. An application for use of a bus must be submitted to the Business Administrator¹. If the application is not complete, it will not be considered. If the application meets all the requirements of this policy, the Business Administrator¹ may schedule the use of the vehicle requested on the appropriate calendar. If the application raises any questions, the Business Administrator¹ shall forward the application to the Chairperson of the Board of Trustees or a Church Pastor for further review and approval. The application must be in a form approved by the Board of Trustees. Such form will not be approved without a minimum of 50% capacity (15 people for use of the Glaval bus) outside of the local area (50 or more miles).
- B. The Blue Bird mini-bus may be used for any trip of not more than fourteen (14) passengers. The Glaval bus may be used for any trip for at least fifteen (15) passengers. These are general guidelines. Flexibility should be used as appropriate under the circumstances.
- C. Use of the vehicles is limited to those groups associated with Hibben UMC. Any group using either vehicle must provide a driver properly licensed to operate the vehicle and approved by the Board of Trustees, its Chairperson, or its designee. All groups must submit an application at the earliest possible time as use of the vehicles is on a first-come basis. A list of approved drivers will be kept in the church office. Anyone not on the list will not have access to the vehicles. The person in charge of the group must pick up keys at the church office during normal working hours.
- D. No use will be approved that is not covered by the Church's vehicle insurance policy.

II. OPERATIONS

- A. The buses shall be driven only by drivers over 25 years of age, have the proper license, have been approved by the Board of Trustees, its Chairperson, or its designee and are listed with the Church's vehicle insurance company. NOTE: A Commercial Drivers License (CDL) is required for the 25 passenger Glaval. The 14 Passenger Blue Bird bus does not require the driver to have a CDL.
- B. Depending on the length of the trip, drivers should have other qualified adult drivers traveling with them, in accordance with State and Federal CDL requirements, so that driving time can be shared, and to deal with any distractions in the vehicles.
- C. The vehicles will be operated at all times by the driver in compliance with all-applicable state and federal laws and regulations. Pre-Trip Inspection check list should be completed by the driver.
- D. The driver shall enter all the necessary Information on the Trip Log and turn it into the Church Office (along with keys) promptly upon completion of the trip.
- E. The group using a vehicle shall be charged a maintenance fee of \$0.25 per mile. The group leader shall be responsible for seeing that the vehicle is cleaned no later than the day after the trip is completed. The group also must replace all supplies located on the vehicle that are used during the trip. This excludes local events within 50 miles round trip.
- F. Upon completion of the trip, the driver shall fill the vehicle with gas and oil, if needed. Gasoline must be purchased by, and at the expense of, each group. Failure to do so may result in forfeiture of future use.

- G. In the event of an accident, the program leader and driver shall be responsible for filing appropriate police reports, and reporting any accident to the insurance company as quickly as possible. Pertinent insurance information and emergency telephone numbers can be obtained in the notebook given to the driver.

III. MAINTENANCE

- A. The Board of Trustees shall designate the United Methodist Men to be responsible for arranging all routine maintenance of the vehicles.
- B. The Chairperson of the Board of Trustees, or a Church Pastor must approve repairs, other than routine maintenance, for the vehicles. The Board of Trustees, and Pastors shall consult with each other and the Committee about repairs as is appropriate under the circumstances. The drivers pursuant to applicable state and federal regulations and church policies shall handle emergencies during a trip. The drivers shall make a reasonable effort to contact the Board of Trustees or a Church Pastor for approval of any expenses.
- C. No alterations shall be made to any vehicle unless approved by the Board of Trustees.
- D. Groups using any vehicle shall be responsible for paying for any damage or repairs to the vehicle caused by an intentional or reckless act by a member of the group or unreasonable wear, tear or use of the vehicle by the group.

IV. SAFETY AND USE

- A. The group using the vehicle shall provide sufficient chaperones to maintain order and discipline of the passengers.
- B. All passengers must be seated and wearing seat belts at all times while the vehicle is in operation. There will be no standing or walking around while vehicle is moving.
- C. No passenger shall extend any part of his/her body outside the vehicle while it is in operation. Nothing may be thrown from the vehicle.
- D. Passengers shall not operate or touch any safety equipment on the vehicle except in the event of an emergency. The driver or his/her designee shall explain, as appropriate, safety equipment to passengers.
- E. Each bus is equipped with a Safety Kit that includes first aid supplies, fire extinguisher, and reflective triangular warning devices. This Safety Kit shall be maintained on all vehicles. The driver shall check the kit before and after each trip to confirm that it is adequately stocked.
- F. No smoking or alcohol/drugs are permitted on any vehicle.
- G. The driver may remove any person(s) from the vehicle or deny any person(s) access to the vehicle if the driver determines that is necessary for the safety of other passengers or to maintain appropriate order and discipline on the vehicle.
- H. A cell phone will be taken along on every trip for emergency calls. Two-way radios should be used when both buses travel together.
- I. In situations of natural disasters, the bus and/or busses will be available for use as a ministry tool.

Adopted by Hibben United Methodist Church Board Of Trustees, AUGUST 9, 2002.

HIBBEN UNITED METHODIST CHURCH

VEHICLE USE REQUEST

DATE OF APPLICATION: _____

DATE OF TRIP: From ___ / ___ / ___ to ___ / ___ / ___.

TYPE VEHICLE: GLAVAL 25 Passenger _____ : BLUE BIRD 14 Passenger _____

GROUP MAKING REQUEST: _____

PERSON MAKING REQUEST: _____

ADDRESS: _____ PHONE NUMBER _____

NAME OF DRIVER(S) FOR TRIP:

NUMBER OF PERSONS SCHEDULED TO MAKE TRIP: _____

TOTAL ESTIMATED MILEAGE: _____

I have read, understand and agree to comply with the "Church Vehicle Use Policy."

Signature of person
requesting use of a vehicle

Signature of driver

Signature of person picking
up key from the office

KEY MUST BE PICKED UP FROM THE CHURCH OFFICE DURING REGULAR OFFICE HOURS!

For office use only

APPLICATION

APPROVED / DISAPPROVED

DATE: ___ / ___ / ___

SIGNED: _____

HIBBEN UNITED METHODIST CHURCH

TRIP LOG

DATE OF REPORT _____

DATE STARTED: _____ DATE ENDED: _____

DRIVER(S): _____

ACTIVITY: _____

USING ORGANIZATION; _____

NUMBER OF PASSENGERS: _____

STARTING MILES; _____ ENDING MILES: _____

TOTAL MILEAGE FOR TRIP: _____

VEHICLE LEFT CLEAN AND SERVICED: ___ YES ___ NO

SERVICES REQUIRED _____

TOTAL GALLONS USED ON TRIP _____ (For information only)

OIL _____ QUARTS (For information only)

CHAPERONES IF USED FOR YOUTH:

SUGGESTIONS AND COMMENTS:

KEYS RETURNED TO OFFICE: YES ___ DATE: _____

For office use only

KEY RETURNED BY: _____ DATE: _____

RECEIVED BY: _____

HIBBEN UNITED METHODIST CHURCH PRE-TRIP INSPECTION

DAILY VEHICLE CHECKLIST

DATE _____ VEHICLE _____

MILEAGE: Ending _____ Starting _____
Daily Total _____

INSPECT & CHECK BELOW

NOTE ANY DEFECTS BELOW

ITEMS IN OK

A. UNDER HOOD

1. UNDER HOOD

- 1. Oil Level _____
- 2. Radiator Level _____
- 3. Windshield Washer Level _____
- 4. Engine _____

B. EXTERIOR

2. EXTERIOR

- 1. Tires _____
- 2. Turn Signals _____
- 3. Head Lights _____
- 4. Tail Lights _____
- 5. Mirrors _____
- 6. Windshield Wipers _____
- 7. Fresh Body Damage _____
- 8. Cleanliness _____

C. INTERIOR

3. INTERIOR

- 1. Brakes _____
- 2. Steering _____
- 3. Transmission _____
- Safety Equipment _____
- 4. Fire Extinguisher _____
- 5. Flares _____
- 6. First Aid Kit _____
- 7. Dash Gauges _____
- 8. Radio/CD/PA _____
- 9. Fresh Damage _____
- 10. Cleanliness _____

D. FUEL ADDED _____ Gal.

OIL ADDED _____ Qts.

Maintenance Performed

MILEAGE AT FUELING _____

Driver Signature

Mechanic Signature