

Batesville First United Methodist

Church Van Request

Date of Request: _____ Date/s church van needed: _____

Time Departure: _____ Est. Time of Return: _____

Purpose of Travel: _____ Destination: _____

Passenger List: _____

Guidelines for use of vehicle:

- All passengers must wear seatbelts.
- At no time is an unlicensed person allowed to drive the church van.
- Keys must be picked up and dropped off at Church Office.
- No personal trips may be taken using the church van. Vehicle may not be taken to a member’s residence. It must be returned to the designated parking area on church campus.
- A walk around will be conducted by a member of the Trustees before and after each trip. The person/s responsible will be expected to see that the interior is clean. The club or class may be expected to pay for detailing if the interior is found to be unsatisfactory.
- All state laws and church policies must be followed while operating the church van.
- Immediately report any accident to the Trustees Chairperson and Insurance Company. (A document is located in the vehicle with numbers to call.)
- Church van must be returned with full tank of gasoline.

Signature of Person Responsible for Vehicle _____

Approval by Trustees _____

Before Trip Walk Around Conducted by: _____

After Trip Walk Around Conducted by: _____

Interior and Exterior were found to be _____ satisfactory _____ unsatisfactory.

Additional comments/information:



Vehicle Policies

I. Purpose

- A. Church vehicles shall be limited to organized groups and activities related to the ministry of Batesville First United Methodist Church.
- B. Vehicles **shall not** be used to transport freight, furniture or other large or bulky items.
- C. Vehicles **shall not** be borrowed for personal use. The trustees shall approve all other uses not pertaining to IA or IB (above).
- D. Passenger limitation on church van will be 15, including the driver. All passengers are responsible for their personal possessions on all trips.

II. Trustees Committee

- A. Responsible for maintaining adequate rules and regulations for the vehicle operation.
- B. Responsible for adequate insurance, license, and annual inspections (if needed).
- C. Must authorize all repairs/ or replacements beyond normal service, except for emergency repairs.
- D. A member of the Trustees shall be assigned responsibility for:
 1. Procedure for scheduling vehicle operation. See paragraphs II, III, and IV below.
 2. Maintenance check made first of each month.
 3. Maintain file of vehicle reports in the Church Office.
 4. Keep up-to-date list of APPROVED DRIVERS that are 25 years of age or older **without** any significant traffic violations. All approved drivers must be members of Batesville First United Methodist Church. This list shall be maintained in the Church Office.
 5. Vehicles are registered in the name of Batesville First United Methodist Church and are in the custody of the Trustees Committee.
- E. Vehicle Keys and Emergency Equipment Bag:
 1. Vehicle Keys: Set #1 of all vehicles in Church Office with Vehicle reports for use by drivers. Set #2 of all vehicles kept by Trustees Chairperson or their designee. **MAKING OF DUPLICATE KEYS BY ANYONE IS STRICTLY FORBIDDEN.** If a key is lost, contact the Church Office.
 2. Emergency Equipment Bag: For safety purposes, an emergency equipment bag is located under the driver's seat in each vehicle. The items in the bag are for emergency purposes only.

III. Requests for Vehicle

- A. RESERVATIONS: The vehicle may be reserved through the Church Office with the Church Secretary on a first come, first served basis. All exceptions to this rule must be made in writing to the Trustees Committee.
KEYS: It is responsibility of the driver to make arrangements for obtaining vehicle keys during normal church office hours.
CANCELLATIONS: Reservation must be canceled with two weeks' notice from the reservation date. Failure to cancel within the appropriate time may result in forfeiture of future vehicle use. Exceptions to the cancellation clause should be discussed with the Trustees Chairperson or their designee.
- B. CHURCH CALENDAR: The Church Calendar, which includes all vehicle reservations, is maintained in the Church Office. If it is questionable whether a group is qualified to use the Vehicle, contact the Chair of the Trustees Committee or their designee.
- C. OTHER: The Trustees Committee is responsible for Vehicle usage, and may restrict any group that is found to be abusive and negligent in its use.

IV. Driver – Rules:

- A. Qualified drivers must be approved according to Section II.D.4 above.
- B. All traffic violations are the sole responsibility of the driver and the program person designated as in charge of the trip event.
- C. Driver shall be responsible for making all requests required.
- D. Gasoline must be purchased by and at the expense of, each group. Upon return, fuel in the fuel tank must be full. Failure to do so may result in forfeiture of future use.
- E. Vehicle must be returned to the designated parking area. Vehicle must be returned with interior CLEAN and ALL REFUSE REMOVED. Vehicle should be locked upon returning keys to Church Office.
- F. Driver and/or group leader have full authority for keeping order and discipline in the vehicles at all times.
- G. In the event of an accident, the program leader and/or driver shall be responsible for filing appropriate police reports, and reporting any accident to the insurance company as soon as possible.
- H. A copy of these rules and regulations shall be furnished to all drivers and program leaders.

V. Safety:

- A. There will be no smoking or use of alcohol/drugs in the vehicle at any time.
- B. Driver/passengers must keep seat belts fastened while traveling.

VI. CONTINUED OPERATION OF/OR DISPOSITION OF CHURCH VEHICLES IS CONTINGENT UPON THE DECISION OF THE TRUSTEES COMMITTEE. THE TRUSTEES COMMITTEE RESERVES THE RIGHT TO AMEND THESE REGULATIONS AT ANY TIME.