



Trinity Church Vehicle Usage Policy

The following Policy and guidelines have been established in an effort to provide consistency in the administration of the use of church vehicles, and to avoid damage, injury or abuse to the vehicles and its users.

A. Purpose of the church vehicles

The church vehicles have been provided to help facilitate the ministries of Trinity Church. This is the primary purpose for the vehicles. All requests for church vehicle use not part of Trinity Church ministries shall be approved in advance by the Executive Leadership Team.

B. Administration

1. The church office/staff will have the oversight of the church vehicles. Questions or needs not specified in this policy must be directed to the Church Director of Administration or Senior Pastor.
2. Routine maintenance on the vehicles will be performed by pre-approved church members or a professional mechanic approved by the Senior Pastor or Leadership Team member(s).
3. Fuel costs for the vehicles will either be taken out of a specific ministries budget or the "general vehicle" budget for church specific uses or paid for by any non-church group that uses the vehicles.

C. Reservation procedure

1. All requests to use a church vehicle must be scheduled through the church office. Contact the church office at least one week prior to the date needed for the vehicle.
2. Requests for use of the vehicle will be honored on a first come, first serve basis.
3. Church ministry function requests will take priority over non church ministries requests.
4. Church vehicles must have Executive Leadership Team approval prior to any travel outside of the state.
5. Church vehicles shall not travel outside the United States without Executive Leadership Team approval and insurance coverage to do so.

D. Usage Fees

1. There may be a user's fee, not a deposit, for the use of the church's vehicles. Monies from these fees are used to pay for the maintenance of the vehicles and/or replacement.
2. **Church Ministry Use:** Vehicle fee is \$15.00 per day, \$70.00 for five (5) days and \$10.00 for each additional day for those persons or groups needing the van for more than 24 hours. There is **NO** usage fee for persons or groups needing to use a vehicle less than 24 hours for Church ministry use.
3. **Non Church Ministries Use:** Vehicle fee is \$50.00 per day. A minimum fee of \$25.00 will be required for vehicle usage; this fee will be for those persons or groups needing the vehicle for less than 24 hours.
4. An additional fee will be added for fuel (current price plus \$0.50 per gal) and cleaning (minimum \$25.00) if the van is returned without being refueled and cleaned.
5. All Non Church Ministries Use Fees **Must** be paid by the time the key is picked up from the church office.
6. Church Ministries Use Fees shall come from the ministry specific budget.
7. Fees may be waived with approval from Executive Leadership Team only.

E. Driver requirements and responsibility

1. Age & Driver requirements:

- a. For insurance reasons only licensed drivers between the ages of 25-70 who have been approved by the church and cleared by the church insurance may drive the church vehicles.

- b. In order to drive any Trinity Church vehicles you must be on the approved driver's list which is maintained by the Church Director of Administration.
- c. To be on the approved driver's list you must complete a form for church vehicle driver's and include a copy of your driver's license. After securing clearance you will be informed by the Church Director of Administration or his/her designee.
- d. Anyone wanting to operate a vehicle will have a background check and motor vehicle record pulled.
- e. Background & motor vehicle record checks will be at the cost of any non-church group requesting use.
- f. A copy of your current driver's license must be kept on file in the church office. If a driver's license expires than that person will be removed from the approved driver's list.
- g. For groups outside of Trinity Church that receive Executive Leadership Team approval to use church vehicle(s), proof of driver insurance must be submitted along with usage fees.

2. Prior to trip departure please:

- a. Come to the church office to secure the vehicle keys, transportation clip board. If trip departure time is during non-office hours, arrangements must be made with the church staff to pick up these items during office hours.
- b. Do a pre-trip inspection of the vehicle and start to fill out the Pre-Inspection portion of the trip form.
- c. Insure that all passengers under 18 years of age have a permission form filled out or current form on file with the church office.
- d. Follow the recommended adult to minor ratios below whenever one-way travel is going to be over 1 hour in length: (The driver shall not be included in the ratio for children ages 1-5.)
 - 1. 1 adult: 7 youth (ages 10-18)
 - 2. 1 adult: 5 children (ages 5-10)
 - 3. 1 adult: 3 children (ages 1-5)
- e. Obtain all necessary car seats or booster seats for any infant or young child as required by law. A parent or guardian is required to provide and install such equipment.

3. While Traveling

- a. All drivers should be well rested before travel.
- b. No driver should drive more than 6 hours without at least a one hour break from driving.
- c. Drivers shall not drive more than 12 hours without an overnight break.
- d. During long distances travel, it is recommend that break stops happen every 2-3 hours for driver and passenger comfort.
- e. The driver and/or adult passenger(s) are responsible for the conduct of the riders and have the right to expel unruly passengers-taking care that they arrive home safely (example: for minors, a parent/guardian will be called and they will need to arrange for transportation home).
- f. No smoking, alcoholic beverages, or drugs are allowed in the vehicles
- g. Snacks and food items are allowed, but the responsible adult or group will also be responsible for cleanup of any spills or crumbs.
- h. The vehicle will be operated at all times by the driver in compliance with all applicable state and federal laws and regulations.
- i. Any violation of these laws that results in a fine will be paid by the driver.
- j. Do NOT speed.
- k. Church vehicles are **NOT** for off-road use.
- l. Church vehicles are **NOT** to be used for hauling anything that may damage the interior.
- m. Absolutely nothing will be loaded on the roof of any church van.
- n. Church vans may not be used to tow any heavy or multi-axle trailers. Any light single axle trailer may be towed only with Executive Leadership Team approval on a case by case basis
- o. Van passengers will be limited to 10 passengers if approval to haul a trailer is granted.

- p. Drivers are not allowed to use cell phones while driving. If necessary, have an adult passenger make the call or pull off the road to a safe location before talking on the cell phone.
 - q. Seat belts will be worn by ALL passengers and the driver at all times while the vehicle is in motion.
 - r. Everyone shall remain seated while the vehicle is in motion at ALL times.
 - s. Please remember to treat the church vehicles with respect and be considerate of other groups, staff, etc. who will be using them.
- 4. Fuel Stops**
- a. Church van fuel tanks should be filled when it drops below half a tank any time there are more than 10 passengers.
 - b. Check all fluids when filling up- oil, coolant level, wiper fluids, etc.
 - c. Check tires for correct air pressure and tread wear.
 - d. Wash windows as needed.
- 5. Breakdowns**
- a. Park vehicle as far from the travel portion of the road as possible.
 - b. Turn on four-way flashing hazard lights.
 - c. Keep all passengers in the vehicle unless vehicle is on fire or poses other hazards to the occupants.
 - d. Call for help using a cell phone.
 - e. If repairs cannot be made on the roadside, transportation arrangements must be made for all vehicle occupants.
- 6. Accidents**
- a. Stop immediately and determine injuries and damage.
 - b. If possible, avoid obstructing traffic.
 - c. Aid the injured and see to it that they receive medical attention as soon as possible.
 - 1. Unless in immediate physical danger, do not attempt to move the injured person(s).
 - 2. If you or others are trained in first aid, administer care to the injured.
 - 3. While tending to the injured person(s), send someone to call for help.
 - d. For **ALL** traffic accidents- no matter how minor- contact law enforcement and obtain a report.
 - e. Do not admit fault but give law enforcement pertinent details of the accident.
 - f. Use Accident Report form (in glove box) to obtain witness names and telephone numbers.
 - g. Use Accident Report form (in glove box) to record all accident details in writing.
 - h. Notify the church staff, your family, and families of other passengers involved in the accident.
 - i. If the vehicle is damaged as a result of negligent use, then the individual(s) responsible may be required to pay for any necessary repairs.
- 7. Upon returning the vehicle**
- a. Fill up the gas tank
 - b. Remove trash and belongings from the interior.
 - c. Complete the Travel Log form, including any maintenance needs or any damage/accident and return all forms to the church office.
 - d. Church vehicles shall be parked in proper locations and locked when returned.
 - e. Return the vehicle keys to the church office. For late returns, the keys and paperwork should be dropped in the drop box on the south west side of building C or arrange to return them to a church staff member.
 - f. Keys shall NOT be kept longer than 24 hours after vehicle is returned without arrangements. If needing extra time to clean vehicle, prior arrangements need to be made, as our vehicles sometimes go out as soon as they come back. The expectation is that the keys are dropped off at the same time the vehicle is returned.
 - g. Overall the vehicle is to be returned in the condition it was taken. This may involve washing and vacuuming the vehicle.

- h. Failure to return vehicles filled with fuel and in a clean condition may result in further fees and loss of driving privileges.

F. Use of Trinity Owned Trailers

1. Prior to each use of any trailer owned by Trinity church, the following requirements and procedures must be fulfilled by the party using the trailer.
2. Trinity church assumes no liability associated with use of trailer for any non-church ministry purpose, or towed with any non-church owned vehicle.
3. In the case that the following criteria are not met or are in question, the trailer shall not be used.
4. **Requirements and procedures**
 - a. Towing vehicle must be rated with adequate towing capacity for trailer.
 - b. Towing vehicle must have proper electronic light, turn signal, brake connectors, and brake controller in proper operating condition.
 - c. Driver must have experience towing a trailer of at least the same size, weight, and capacity.
 - d. Trailer must be inspected to verify that components of trailer are in proper operating condition. This includes, but is not limited to, tire treads, proper tire inflation, all electric lights and turn signals, all components of trailer brakes and emergency brake activation system, hitch assembly, safety hitch chains, the emergency brake disconnect cable, and all electronic connectivity to tow vehicle.
 - e. Trailer must not be loaded beyond its factory maximum capacity specifications.
 - f. Trailer must be loaded with proper weight distribution according to the trailer manufacture load guidelines.

Please treat the Church's vehicles with respect while using them, and return in a clean condition. Please be considerate to other groups, ministries, or staff who will be using the vehicles. God has blessed us with these vehicles and we are called to be good stewards over everything he has given us.

Possible Risk Associated with Operating a 15 Passenger Van from NHTSA (National Highway Traffic Safety Admin.)

- Recommends that a 15 passenger van does not travel over 60 mph.
- 15 passenger vans have a rollover risk similar to other light trucks, vans, and SUV's.
- The risk of rollover increases dramatically as the number of occupants is increased from fewer than five more than 10. Vans should be loaded by filling the front seats first.
- The weight of the van, particularly when fully occupied, causes the center of gravity to shift rearward and upward increasing the likelihood of rollover.
- The shift in the center gravity will also increase the potential for loss of control in panic maneuvers.
- The weight of the van when fully occupied requires additional stopping distance.
- The width of the van allows for less lane room.
- The length of the van increases distances needed for making turns, changing lanes, and backing up.
- Drivers should be well rested, alert, and maintain safe speeds for weather and road conditions.

I have read and fully understand and will abide by Trinity Church Vehicle Usage Policy.

Signature: _____

Date: _____