

Vehicles and Transportation

Policy Number: 17.04

Effective Date: May 20, 2012

Revision Approval Date: June 28, 2015

1. Title:

Vehicle Maintenance

2. Purpose:

This OPS is to ensure that the church's vehicles are properly maintained and kept in a reliable and safe operating condition.

3. Policy:

3.1 The Discipleship Committee is responsible for managing the maintenance of the church's vehicles. This includes budgeting for projected vehicle maintenance costs and authorizing obligation of expenses and payment of invoices.

3.2 The Church Transportation Manager (CTM) is a member of the Discipleship Committee and is delegated the responsibilities for managing the maintenance of the church's owned vehicles.

3.3 Vehicles shall be maintained for compliance with both State of Texas and Federal (not for hire) vehicle safety laws. This means at a minimum they must be properly licensed and current with State Safety Inspections.

3.4 Each vehicle shall have an Owner's Manual. The Church Bus has an Owner's Manual. This manual shall be kept in the vehicles glove compartment.

3.5 The CTM shall maintain a *Vehicle Maintenance Log* (VML) for each vehicle. The VML for each vehicle shall not be kept in the vehicle but kept in the Church Office. VMLs shall be a bound journal-like book.

3.6 The CTM shall make entry in a vehicle's VML declaring that a vehicle fails to qualify as being safe when learned a vehicle has a mechanical problem that increases the risk of mechanical failure. Once the noted deficiency is corrected the CTM shall make entry of same. The steering wheel of the vehicle shall be tagged denoting said declaration. Keys shall not be issued for transporting passengers while a vehicle is declared unsafe.

3.7 A church owned vehicle shall not be used (driven for carrying church passengers) when the vehicle is known to have one or more mechanical deficiencies that would impair its safe operation or reliability.

3.8 It is highly important that all repairs and preventive maintenance records (invoices and reports) are filed as permanent Church Records. There shall be a Church Records *Vehicle Maintenance* file for each church vehicle. Invoices and

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all records for State Safety inspections, Dealership inspections, repairs, installation of new tires, and preventive maintenance shall be filed in this file by the Church Administrator. **These files must be retained for a minimum of two (2) years after a transfer of title or disposal of a vehicle for legal reasons.**

3.9 Each vehicle shall have its own notebook. The *Bus Notebook* shall contain the items listed in Appendix A . A rented vehicle is to have onboard a similar vehicle notebook.

3.10 Each vehicle shall have a vehicle log book. The purpose of the log book is for recording a record of the vehicles use especially the specific data regarding a trip. The vehicle's driver is responsible for making the appropriate entries, securing and returning the vehicle's log book to the Church Office when returning the vehicle. The church Bus' log book is called the *Bus Log Book*. Appendix B gives the Table of Contents and format for the Bus Log Book.

3.11 The appropriate security of vehicles must be maintained at all times in order to protect the vehicles from theft, unauthorized use and/or vandalism. This requires that the vehicles be kept locked when not being driven.

3.12 Every vehicle shall have a current Insurance Card (for proof of insurance) stowed in its glove compartment at all times. Drivers should verify that a current Insurance Card is in the glove compartment before departing on any trip and especially on an out-of-city trip.

3.13 The CTM shall perform a routine vehicle inspection every thirty (30) days. All fluid levels shall be checked during such inspections. The Vehicle Inspection Report form (F-170103) shall be used for such inspections. Each completed F-170103 shall be filed in the vehicles Church Record's Vehicle Maintenance file.

3.14 The CTM shall assure vehicle maintenance is accomplished according to the Manufacturer's Owner's Manual at a minimum. Additional maintenance and repair shall be accomplished as required.

3.15 The CTM and Chair, Discipleship Ministry, shall develop a list of *Approved Automotive Shops* for church vehicle maintenance and repairs.

4. Definitions: none

5. References:

OPS 17.01, OPS 17.02, OPS, 17.03, OPS 17.05

6. Applicability:

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This policy applies in its entirety to the operation of any and all church-owned vehicles. It also applies to church-leased vehicles regarding parts 3.9, 3.10 and 3.11.

7. Procedures:

7.1 The CTM shall take the church's vehicles to the Dealer (or at his discretion or a vendor listed in the *Approved Automotive Shops*) for the Owner's Manual recommended service/maintenance.

7.2 The CTM shall monitor the currency of each vehicles State Safety Inspections and take the vehicles to the Dealer (or *Approved Automotive Shops*) for these inspections.

7.3 The CTM shall see that repairs resulting from any inspection's recommendations are performed. A repair estimated more than \$1,200 requires the approval of the Discipleship Ministry. The CTM may take the vehicle to a non-dealer (listed in *Approved Automotive Shops*) for repair or for getting an estimate for repair. Once it is known what repair is needed, the CTM may at his discretion use a non-dealer.

7.4 The CTM shall keep the appropriate records of maintenance and repairs as specified in Part 3 above.

7.5 The CTM shall perform periodic (every 30 days) vehicle inspections to assure mechanical reliability, proper fluid levels and that each is appropriately equipped with the necessary onboard items such as *Owner's Manual*, *Log Book*, and a *Vehicle Safety and Survival Kit*. Form 170103 shall be used and filed according to Part. 3.13.

8. Review Schedule:

The Discipleship Committee Chairperson is responsible for reviewing this OPS on the triennium of the effective date and making any needed revisions for the Session's approval.

9. Approval:

The Session approved this OPS on the above "effective date".

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Appendix: A

Contents of Vehicle Notebook:

First page gives van specific information:

Church identity

License plate number

VIN number for the vehicle

Second page gives church emergency contact information

Church Administrator's telephone number

Pastor's name and telephone numbers

Associate Pastor's name and telephone numbers

Church Transportation Manager's telephone numbers

Chair, Discipleship Ministry telephone numbers

Third Page gives Insurance information for the vehicle

Name and telephone number of the church's vehicle insurance agent

Name of Underwriter and insurance policy number

Fourth Page gives routine vehicle maintenance specifications:

Oil (weight/viscosity)

Tire pressure, etc.

Manual of Operations Section 17, Vehicles and Transportation OPS's

The following forms are provided:

Vehicle Inspection Report form 170103

Vehicle Accident Report Form (F-170501)

Passenger Van Agreement form (F-170102)

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Appendix: B

Bus Log Book:

First page lists:

VIN number for the vehicle
License plate number
Church identity

Second page gives church emergency contact information:

Church Administrator's telephone number
Pastor's name and telephone numbers
Associate Pastor's name and telephone numbers
Church Transportation Manager's telephone numbers
Chair Discipleship Ministry telephone numbers

Third Page gives Insurance information for the vehicle:

Name and telephone number of the church's vehicle insurance agent
Name of Underwriter and insurance policy number

Remaining pages:

The following information shall be entered by the Driver:

Approved Driver(s) Name(s)
Date and Time of departure:
Destination
Odometer reading (at departure)
The number of passenger onboard at departure
An entry stating that the Trip Travel Folder is onboard or not
Destination arrival date and time
Date and time at beginning of return trip
Number of passengers at beginning of return trip (if this number is different than the departure, explain the reason)
Arrival date and time at FPCC and odometer reading
Describe any interior and exterior damages resulting from trip
Any event the Driver thinks should be recorded
The number of passengers on arrival (if this is different than departure or return trip, explain the reason)

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The date and time when all passengers have been picked up by parents
Date and time that keys, Vehicle Notebook and Log Book are returned