

#2.7**CHAPEL VEHICLE USAGE**

PURPOSE: To ensure that Chapel-owned vehicles are safely and efficiently used within the parameters of Chapel's insurance coverage.

APPLICATION: This Policy shall apply to all uses of Chapel vehicles.

PROVISIONS:

1. All requests for vehicle usage shall be made to the Office Administrator for review.
2. Requests for use of a vehicle will be honored on a first come, first serve basis. Regularly scheduled usage, such as transportation to Habitat or Immokalee Soup Kitchen, will be given preference as routine use.
3. Only Approved Drivers will operate Chapel vehicles.
4. Approved Drivers must:
 - a. Be currently listed on Chapel's List of Approved Drivers.
 - b. Complete Chapel's Driver Information Form.
 - c. Provide a copy of their current valid state or government issued Driver's License and agree to provide subsequent copies of renewed or changed licenses.
 - d. Be between the ages of 25 and 75. Violation of this requirement could result in loss of Chapel's vehicle coverage (e.g., Church Mutual has stated that should an individual over age 75 have an accident the claim would be paid but Chapel's insurance policy would not be renewed).
 - e. Have not more than one at-fault accident or conviction for a moving violation within the last three (3) years.
 - f. Have no convictions for careless driving, reckless driving, leaving the scene of an accident, or driving under the influence within the last ten (10) years.
 - g. Agree to inform the Office Administrator if the information provided in paragraphs 4e and 4f has changed due to their operation of a motor vehicle.
5. The Office Administrator shall maintain a List of Approved Drivers together with:
 - a. Driver Information Forms as completed by applicants (see Appendix, page 3).
 - b. Copies of state or government Driver's Licenses as provided by applicants.
6. No one shall be placed or remain on the List of Approved Drivers who does not meet the requirements of paragraph 4.
7. The Administration and Communication Committee has authority to remove an individual from the List of Approved Drivers.
8. Operation of the vehicle:
 - a. Vehicles will be used only for activities authorized by Chapel.
 - b. At all times while the vehicle is in motion the Driver and all passengers will have their seat belts fastened. Before moving the vehicle the driver will require all passengers to comply with this policy.
 - c. When carrying children, in addition to the Driver there must be at least one (1) adult age 21 or over in the vehicle at all times.
 - d. No child age 12 or younger will be permitted to ride in the front passenger seats.
 - e. The Driver will not use a cell phone while operating the vehicle.
 - f. As a matter of safety, the 15-passenger van:
 - i. Will be loaded from the front.
 - ii. Will not be used to carry more than 13 passengers.

- iii. Will not be used to carry anything on the roof.
 - iv. Will not be driven in excess of 60 miles per hour.
 - v. Will be kept full of gas (fill up after using).
9. Maintenance of the vehicle:
- a. The Driver is responsible for:
 - i. Filling the gas tank before returning.
 - ii. Upon termination of the trip sweeping the vehicle, picking up trash and emptying the trash basket.
 - iii. Making required entries in the Vehicle Log (driver name, odometer reading, etc.).
 - iv. Locking the vehicle before leaving it in the Chapel parking lot.
 - v. Returning keys to the Chapel office.
 - vi. Informing the Facilities Manager of maintenance problems.
 - b. The Facilities Manager is responsible for:
 - i. Performing a monthly vehicle maintenance check (see Appendix, page 5).
 - ii. Coordinating the maintenance of the vehicle as needed.

RESPONSIBILITY: Vehicles and use of vehicles shall be the joint responsibility of the Office Administrator, the Facilities Manager and the Facilities and Property Management Committee.

APPENDIX

Driver Information Form

_____ Date

- 1. Name: _____
- 2. Are you over age 75? _____ (Yes or No)
- 3. Have you been convicted of careless driving, reckless driving, leaving the scene of an accident, or driving under the influence within the last ten (10) years? _____ (Yes or No)
- 4. Have you had more than one at-fault accident or conviction for a moving violation within the last three (3) years? _____ (Yes or No)
- 5. If you have answered "Yes" to any of the above questions insurance considerations will not allow Chapel to place you on the List of Approved Drivers. It is not necessary to continue. If you would like to discuss this further, please see our Office Administrator.
- 6. Date of Birth: _____
- 7. Driver's License Number: _____
- 8. State (Province) of Issue: _____
- 9. License Restrictions (if any): _____
- 10. Is this a commercial license? _____ (Yes or No)
- 11. Years of Car Driving Experience: _____
- 12. Years of Bus Driving Experience: _____
- 13. Position with the church (if employee): _____

If in the future my answer to questions #3 or #4 would change from "No" to "Yes" due to my operation of a motor vehicle I agree to request that the Office Administrator remove my name from the List of Approved Drivers.

I have provided a copy of my current driver's license to be attached to this form. Upon renewal of or upon my obtaining a different driver's license I agree to provide Chapel with a copy of the renewal or new license with 30 days or prior to my driving a Chapel vehicle, whichever comes first.

I acknowledge receipt of and have read the rules governing the **operation** of the 15-passenger van and the driver's **maintenance** responsibilities as contained in Policy & Procedures #2.8 (Chapel Vehicle Usage).

Signature of Applicant

Rules for Driver Operation of 15-Passenger Van

1. Vehicles will be used only for activities authorized by Chapel.
2. At all times while the vehicle is in motion the Driver and all passengers will have their seat belts fastened. Before moving the vehicle the driver will require all passengers to comply with this policy.
3. When carrying children, in addition to the Driver there must be at least one (1) adult age 21 or over in the vehicle at all times.
4. No child age 12 or younger will be permitted to ride in the front passenger seats.
5. The Driver will not use a cell phone while operating the vehicle.
6. As a matter of safety, the 15-passenger van:
 - a. Will be loaded from the front.
 - b. Will not be used to carry more than 13 passengers.
 - c. Will not be driven in excess of 60 miles per hour.
 - d. Will not be used to carry anything on the roof
 - e. Will be kept full of gas (aids vehicle stability).

Driver Responsibility for Van Maintenance

1. Fill the gas tank before returning.
2. Upon termination of the trip:
 - a. Sweep the vehicle, pick up trash and empty the trash container.
 - b. Make the required entries in the Vehicle Log (driver name, odometer reading, etc.).
 - c. Shut windows and rear door.
 - d. Lock vehicle before leaving it in the Chapel parking lot.
 - e. Check outside condition of the vehicle.
 - f. Return keys to the Chapel office.
 - g. Inform Facilities Manager of any maintenance problems.

**Monthly Vehicle Maintenance Check
(15-Passenger Van)**

[supplied by John]