



Church Vehicle Usage Policy

The following 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 Living Water. This is the primary purpose for the vehicles. All requests for activities not sponsored by Living Water need to be approved in advance by the Church Administrator.

A. 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 Administrator or his/her designee.
2. Routine maintenance on the vehicles will be performed by pre-approved church members or a professional mechanic approved by the Church Administrator.
3. Fuel costs for the vehicles will either be taken out of a specific ministries budget or the "general vehicle" budget.

B. Reservation procedure

1. All requests to use the 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.

C. Driver requirements and responsibility

1. Age requirements:
 - a. For insurance reasons only licensed drivers between the ages of 25-71 who have been approved by the church may drive the church passenger van. Exceptions may be granted for individuals over 71 who have a physician's report of driver fitness on file at the church and who have been preapproved by the church.
 - b. Those operating church vehicles other than the passenger van must be at least 18 years old.
2. Prior to trip departure please:
 - a. Come to the church office to secure the vehicle keys, transportation clip board, and gas credit card. If trip departure time is during non-office hours, arrangements must be made with the church administrator or his/her designee to pick up these items during office hours.
 - b. Do a pre-trip inspection of the vehicle to make sure all lights, brakes, mirrors, seatbelts, etc are in order.
3. Upon returning the vehicle:
 - a. Fill up the gas tank using the gas credit card provided with the clip board. Include a gas receipt with the clip board.
 - b. Remove trash and belongings from the interior.

- c. Report any maintenance needs or accident/damage to the church office via the vehicle maintenance report form attached to the clip board.
 - d. Overall the vehicle is to be returned in the condition it was taken. This may involve washing and vacuuming the vehicle.
4. Drivers may not answer, talk, or text on their cell phones while operating the church vehicles.
 5. Drivers are required to obey the speed limit and traffic laws. Any violation of these laws that results in a fine will be paid by the driver.
 6. In case of an emergency, contact the church administrator or one of the church elders.
 7. Please remember to treat the church vehicles with respect and be considerate of other groups, staff, etc who will be using them.

D. Passenger responsibility

1. Children younger than four years of age or under three feet tall, must ride in child safety seats.
2. Assist the driver in keeping the vehicle clean.
3. Passengers need to be under control, respectful of the driver and one another. A violation of this may result in the individual not being able to ride in the vehicle.

E. Approved driver's list

1. In order to drive the Living Water vehicles you must be on the approved driver's list which is maintained by the Church Administrator.
2. To be on the approved driver's list you must complete a form for church passenger van driver's and include a copy of your driver's license. After securing clearance you will be informed by the Church Administrator or his designee.