



Long's Chapel Church Vehicles Use Policy

I. Policy

The Board of Trustees of Long's Chapel United Methodist Church is responsible for the use and care of all church property, including the church vehicles. Therefore, the Trustees have established the following policy regarding the use of the church vehicles.

II. Responsibilities

The Maintenance Coordinator, Office Manager and the Executive Director of Operations shall ensure that all church vehicle use is in compliance with this policy.

III. Organization/Administration

- a. **ONLY** groups/classes/organizations which are related to Long's Chapel UMC are pre-approved to use the church vehicles (ex. Grow Groups, Scout Programs and Pre-K/Daycare). Emergency requests or requests from non-Long's Chapel groups will be considered on a case-by-case basis. Trustees Chairperson and/or Maintenance Coordinator or Executive Director of Operations can approve these requests. Scheduling and reservations will be done on a first-come, first-served basis. All requests must be made in writing, either by Vehicle Use Request form or by email to the Office Manager at least 10 days prior to date needed.
- b. The Office Manager is responsible for scheduling and making sure each driver is a responsible party. Drivers must be 21 years of age and hold a valid driver's license and a photocopy of the license must be filed at the church office in order to operate a church vehicle. Bus drivers must possess a Commercial Driver's License (CDL) with a "P" endorsement. Drivers should be members of Long's Chapel or be on a pre-approved driver list that will be maintained in the church office.
- c. Groups of 12 or less must use the van. Larger groups may reserve the bus.
- d. The Office Manager or the Maintenance Coordinator will sign out the keys to the appropriate person. A signature will be required when the keys are picked up and again when they are returned.
- e. There will be no smoking allowed in the church vehicles. The operator may not eat, drink, or talk on the phone while vehicle is in operation.
- f. All groups or individuals using the church vehicles must pay for their own gasoline and leave the vehicle(s) with a **full tank of gas when returning them**. For Long's Chapel groups using the vehicle(s): If the cost of gas is to be reimbursed to the driver, the receipt must be turned in to the Ministry Leader of the group and a request for payment form will be submitted. A check will then be sent for the reimbursement.
- g. **The church vehicles must be returned in clean condition.** All trash must be removed, and vehicle(s) swept out. The outside of windshield should be cleaned if dirty. If any unusual spills have occurred, the using group is responsible for cleaning the inside. Cleaning supplies are in a locker located on the

back patio of the church office for this purpose.

- h. A moving violation (ticket) incurred during the operation of a church vehicle is the responsibility of the driver.
- i. The church vehicles are intended for local use and can be used for round trips under 500 miles. Any requests for trips involving longer distances will be evaluated on an individual basis by the Executive Director of Operations and/or Trustees.
- j. Any accident or damage occurring during use of a church vehicle by a group or individual must be reported to the church as soon as possible. Failure to do so MAY possibly result in driver and/or other passengers sharing in cost of repairs depending on circumstances. If you have a problem or accident, please review procedures listed and kept in the glove box and follow accordingly. This information will include vehicle registration, AAA information, and insurance information.

1. If it is an injury accident:

- a. Call the local police.
- b. Call the church office - 828.456.3993. If after hours and there is an injury, call the Executive Director of Operations (Torry Pinter) at 828.400.3690 or the Maintenance Coordinator (Jerry Southard) at 828.356.4261.
- c. For towing, gas, or key issues call AAA.
- d. Upon returning the church vehicle(s), please make sure you meet with the Maintenance Coordinator at Long's Chapel and review all details of accident.

2. If it is a NON-injury accident:

- a. Call the local police.
- b. Call the church office - 828.456.3993. If after hours and non-emergency, please contact church office during regular business hours.
- c. For towing, gas, or key issues call AAA.
- d. Upon returning the church vehicle(s) please make sure you meet with the Maintenance Coordinator at Long's Chapel and review all details of accident.

- k. **Failure to abide by any of the above rules may result in denial of future use of the church vehicles.**

Revision Date: April 11, 2018
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