



## VEHICLE USE POLICY

The Vehicle Use Policy of **First Baptist Church of Palm Coast (FBCPC)** shall be operated under the general supervision of the Transportation Ministry. The primary purpose for church vehicles is to transport FBCPC church members and guests to and from church functions or church related activities.

### 1. USE OF CHURCH VEHICLES

- **Eligibility:** Use of church vehicles will be limited to organized groups and activities related to the ministry and programs of FBCPC, as approved by the Transportation Ministry. Only groups covered by our liability insurance may use church owned vehicles. Determinations concerning eligibility shall be made by the Transportation Ministry.
- **Scheduling Procedure:** All proposed uses of church vehicles will be requested through the Business Manager by submitting a **Vehicle Request Form**. Requests shall be made at least one week in advance of the use date. Availability is on first come, first served basis. Priority is given to church services pickup. The organization or group using the vehicle is responsible for securing a driver from the approved list of eligible drivers. The driver shall obtain keys and fleet card from the Business Manager during normal business hours. If the date of use falls on a weekend, the keys and fleet card should be picked up before close of business on Friday and returned on the next business day after return of the vehicle.
- **Number of Passengers:** The maximum number of passengers may not exceed the capacity of the van or bus design (i.e. 15 for the church van; 26 for the church bus). This includes the driver. The minimum number of passengers for the church vans shall be (5) five, and (16) sixteen for the bus. No minimum is required for pick-up for church services.
- **Point of Origin:** The vehicles will leave from and return to the church parking lot and are to be parked in the designated parking area.
- **Trip Supervision:** It is the responsibility of the group leader to provide proper adult supervision at all times. Any groups of minors must have a minimum of two adults in the vehicle. All children must be properly secured per the requirements of applicable state laws.
- **Passenger Conduct:** All users of church vehicles are expected to conduct themselves in a manner that exemplifies Christian principles. Accompanying group leader(s) shall have primary responsibility for passenger conduct.
- **Vehicle Cleanliness:** Each group is responsible for cleaning the bus, including picking up all refuse, cleaning spills and clearing all debris from the seats and floor. If vehicle requires additional interior attention, a fee of \$50 will be charged to the group's budget. The church is not responsible for personal items left in the vans or bus.
- **The use of alcohol, tobacco, or illegal drugs is strictly prohibited on all church vehicles.**
- **Damage:** Any damage to non-insured items in or on church vehicles will be paid for by the group who uses it and is responsible for cost of damage.
- **Repairs & Maintenance:** The Transportation Ministry will schedule regular maintenance for each church vehicle. FBCPC will make every reasonable effort to schedule maintenance on days and times where there will be no interruption to scheduled trips. In the event that a vehicle has been previously scheduled for a trip, yet must be taken out of circulation for repair or maintenance, the requestors will be notified immediately and may be advised to make other travel arrangements.

- **Travel Advisory:** Ground travel on a church vehicle is voluntary. FBCPC will make every reasonable effort to ensure that vehicles remain safe and in proper working order. However, drivers and passengers are subject to road hazards and operational problems, including potential vehicle breakdowns. FBCPC will not be responsible for any expense a passenger may incur arising directly or indirectly from a road hazards, operational problems or vehicle breakdown.

## 2. DRIVER GUIDELINES

- All drivers must be 25 years old or older (per the church’s insurance carrier) and hold a valid Drivers’ license for the type of vehicle and number of passengers being driven.
- All drivers of the 26-passenger bus must have a CDL license and a “P” endorsement with a current medical card.
- The Transportation Ministry and the church office shall maintain a current list of all approved drivers. It shall be the responsibility of the group requesting use of the vehicles to secure its own driver from the approved list.
- Approved drivers shall sign a current Vehicle Use Policy annually to indicate they have read and accept the policies of FBCPC.
- All drivers shall have on file a **Driver Application Form** which includes authorization for an annual background check. Drivers shall maintain a clean driving record and current driver’s license as required by the church’s insurance carrier.
- Drivers shall have sole responsibility and authority in matters pertaining to vehicle operation and safety and is responsible for obeying all traffic laws. The driver is also responsible for closing all windows, locking the vans or bus when passengers depart, and returning vehicle keys and fleet card to the office upon completion of the trip. Mileage at the beginning and end of each trip must be entered on the mileage log kept in each vehicle.
- The driver is responsible to return the vehicles with a full tank of gas (no exceptions). Any charges applied to the fleet card for a trip will be charged back to the group or ministry area that incurred the charges.
- In the event of an accident, the driver shall be responsible for filing appropriate police reports and reporting any accident to the church office as soon as safely possible.
- Although a driver is encouraged to have a cell phone in the vehicle for emergency purposes, drivers must not use a cell phone for any purpose (calls, texting, etc.) while the vehicle is in motion.
- The Transportation Ministry shall be responsible for major items of upkeep and maintenance. However, a driver shall report to the Transportation Ministry any operational problems that may require further review.

The Transportation Ministry reserves the right to amend this Vehicle Use Policy at any time. God has blessed us at FBCPC with these vehicles, and we are called to be good stewards over everything He has given us. Therefore, everyone’s cooperation is needed to keep these valuable resources in good shape for many years to come.

I acknowledge that I have read the Vehicle Use Policy and agree to follow the terms and conditions therein.

Date: \_\_\_\_\_

(Print name & Sign)