

**FIRST UNITED METHODIST CHURCH—GRAHAM
GUIDELINES FOR USE OF CHURCH VAN**

The intent of this policy is to stipulate the responsibilities, guidelines, and proper use of the church's van. Furthermore, it emphasizes the utmost concern for the safety of the passengers and responsibilities of the driver in the operation of the van. It also outlines the procedure for reserving the van as well as the approval of all van drivers.

A. THE BOARD OF DIRECTORS RESPONSIBILITIES

1. Van's annual inspection, service, maintenance, and repairs.
2. Establishing guidelines for requesting the use and operation of the van
3. Training and approval of all van drivers
4. Registering van drivers with the church's insurance carrier
5. Approval of all van use requests and all van drivers

B. THE VAN DRIVERS RESPONSIBILITIES

1. Must possess a valid North Carolina driver's license
2. Must be a church member or paid staff of the FUMC-Graham Playschool
3. Must be 21 years of age
4. Must complete training, including a road driving test, conducted by persons authorized by the Board of Directors
5. Must be approved by the Board of Directors as a van driver by submitting a completed "Application for Permit to Operate Church Van" form obtained from the church office
6. The driver shall take all responsibility for the safety of the van and its passengers and must ensure that all van rules and guidelines are enforced at all times while operating the van.
7. The applicant's driver request will be approved upon completion of the above requirements and after the applicant has been registered with the church's insurance carrier.

NOTE: The church's insurance carrier will verify the individual's driving record, as will the church Board of Directors.

C. VAN RULES

1. No one under the age of 12 is allowed to ride in the front passenger seat at any time.
2. No smoking at any time is allowed in the van.
3. No food, drink, or chewing gum may be consumed during van operation.
4. Seat belts shall be worn by all passengers during operation of the vehicle.
5. Passengers weighing less than 40 pounds shall be secured in an appropriate safety seat.
6. The van fits the criteria for an activity bus. Its maximum legal speed is 55 mph.
7. The van shall be used only for church-sponsored groups or church-related activities. It may not be loaned or rented.

D. GENERAL GUIDELINES FOR USE

1. Groups requesting the van must have a minimum of six (6) passengers including the driver. If 5 or fewer, a personal automobile is recommended.
2. The person in charge of the group must submit a completed "Church Van Reservation" form obtained from the church office. The completed form must be submitted to the Board of Directors chairperson or vice-chairperson for approval. Upon approval, the Board will notify the church office administrator who then and only then will place the request on the Transportation Calendar (located in the Transportation Binder in the church office) for the requesting group. Requesting groups are not to fill in the calendar.

3. The van will be scheduled on a first-come first-served basis. If at any time a van will not be available for Sunday Morning Ministry, notice will be given in advance to the Transportation Ministry Coordinator so that alternative arrangements can be made.
4. Prior to the beginning of an approved trip, the driver must request a key from the church office, at which time the driver will fill out the Van Use Log. If the trip has an early departure, the group should make arrangements the day before to do this if the van is not being used.
5. All van use must be documented on the mileage log which is kept in a binder in the van. The van driver assumes responsibility for this.
6. It is the responsibility of the group using the van to return it to the church shelter with a full tank of gasoline, making sure all of the vehicle doors are locked. It is also the responsibility of the driver to turn in gas receipts when used for church ministry as soon as possible after van use.
7. The van is to be cleaned upon return of the van by the group using it.
8. Any exceptions to these rules and guidelines must be approved prior to travel by the Board of Directors.

EMERGENCY TELEPHONE NUMBERS:

Church Office: 336/226-4343 (Office hours Mon.-Thurs, 9am-2pm)

Transportation Ministry Coordinator:

Board of Directors Chair: