

West University United Methodist Church Van Policy

Purpose

The Van Ministry provides needed transportation to and from church and for church school activities. This includes but is not limited to children and youth programs as well for activities associated with the general running and maintenance of the church. It also includes groups sponsored by the Church which are covered under the Church's vehicle insurance policy, which are the West University United Methodist Boy Scout Troop 266, Crew 266 and Cub Scout Pack 266. The following policies have been issued to provide guidance on the proper use of church vans as well as van rentals.

Authorized Drivers

- An Authorized Driver is one who is a regular driver. They can be either staff or members of West U Methodist, who staff has requested to be a regular driver to assist staff in travel needs.
- must be between the ages of 25 and 70 unless an exception is otherwise approved by the Board of Trustees
- must have a valid Texas driver license
- must have a "clean" driving record (no serious or significant # of violations)
- must be approved by the Board of Trustees and name posted on the church's approved drivers list
- must have successfully passed the church driver training module and have done so (or repeated) within three years of driving
- must have read and signed this Church Van Policy
- in one time emergencies, exceptions can be made by the Senior Pastor and/or the chairman of the Board of Trustees

Scheduling

- All requests for use of vans (excluding rentals) will be scheduled through the church office manager. Use of vans without scheduling is a violation of church policy.
- Only drivers who are listed on the approved drivers list as maintained by the Board of Trustees will be allowed to schedule vans, for only
- The church office manager will maintain van schedules and be responsible for all keys and vehicle documentation.

Use

- Only Authorized Drivers shall be permitted to use church vans or van rentals for church related transportation needs. This includes Drivers associated with groups directly connected with the Church as well as groups sponsored by the church which are covered under the church's vehicle insurance policy which are the West University United Methodist Boy Scout Troop 266, Crew 266 and Cub Scout Pack 266.
- Authorized Driver is responsible to cover and protect the van seats and interior from damage due to water, paint, dirt ect.
- Use of church vans for personal purposes is prohibited.
- Drivers must drive responsibly at all times and follow all traffic regulations, including the speed limit.
- Drivers are responsible for all traffic and parking violations they incur. Excessive traffic violations may lead to loss of authorized driver status.
- Drivers may not answer, talk, or text on their cell phones while vans are in motion. Drivers must safely park or pull vans to the side of the road to use or answer cell phones.
- Smoking is not allowed at any time in church vans.

- Van radios and speakers shall only play age appropriate and ministry appropriate music.
- Pets and animals of any kind are not allowed in church vans.
- No items shall be placed on the roof of vans nor shall vans be used to pull trailers.
- Vans must be locked, windows rolled up and lights turned off when not in use.
- ALL passengers must wear seat belts. It is the driver's responsibility to insure all passengers are aware of and adhere to this policy. There may not be more passengers in any vehicle than the number of seatbelts in the vehicle.
- Children who are seven years of age and younger or years of age or under 53" in height must ride in approved child safety seats, and or meet all current state laws.
- Upon returning vans to the designated church parking spaces, drivers are responsible to insure all food, trash and belongings have been removed from the interior.
- Drivers will submit a completed Motor Vehicle Trip Ticket to the Office Manager immediately after each van use. Proper completion of this form should include but not be limited to recording of mileage, time and date in and out, required maintenance or repairs, and name of all drivers who drove the vehicle.
- Drivers will not normally need to fuel vehicles or wash them unless vans are used for extended trips. Drivers shall inform the church office manager of any required fueling, cleaning or maintenance needs upon returning vehicles.
- Charges for van usage will be determined based on mileage for trips.
- Drivers must adhere to West U Methodist Safe Sanctuary Policy.

Accidents/Insurance

- If a van or van rental has been involved in a traffic accident or is damaged in any way, in addition to following all appropriate laws, driver must report to the Senior Pastor, by phone within 30 minutes of accident.
- If a van or van rental has been involved in a traffic accident, Drivers shall use the Church Insurance information provided in the van glove compartment. Church van use is covered by the Church's insurance policy for authorized drivers.
- Drivers shall use the Collision Information Sheet located in the van glove compartment to ensure all information is collected following an accident.
- Drivers shall be responsible to contact the police, and if required obtain a police report, and submit all required reports in connection with an accident.
- All documentation associated with an accident (including a properly completed Collision Information Sheet) shall be submitted to the Office Manager by the end of the following business day of the accident.

I have read, understood and will follow these policies and procedures related to Church vans and van rentals.

Requesting Driver: _____ Date: _____

Copy of Texas Drivers License:

Acknowledgement of Safe Sanctuary Policy: _____

Acknowledgement of Training module: _____ Date completed: _____

COLLISION INFORMATION SHEET

Name of Van Driver: _____ Date: _____

Date of Collision: _____ Time of Collision: ____:____ am/pm

Location of Collision: (street) _____ Nearest cross street: _____

City/County: _____ Investigating Officer's Name: _____ Badge number: _____

DRIVER (of other car):

Name: _____ Address: _____ Date of Birth ____/____/____

Phone: _____ (home) _____ (cell) Driver License #/State _____

Vehicle: Year: _____ Make/Model/Color _____

License Plate: _____ VIN _____

Auto Insurance Carrier: _____ Policy Number: _____

Name of Insurance Agent _____ Phone: _____

DRIVER (if another car involved):

Name: _____ Address: _____ Date of Birth ____/____/____

Phone: _____ (home) _____ (cell) Driver License #/State _____

Vehicle: Year: _____ Make/Model/Color _____

License Plate: _____ VIN _____

Auto Insurance Carrier: _____ Policy Number: _____

Name of Insurance Agent _____ Phone: _____

WITNESS:

Name: _____ Address: _____

Phone: _____ (home) _____ (cell)

Driver License #/State _____ Date of Birth ____/____/____

WITNESS:

Name: _____ Address: _____

Phone: _____ (home) _____ (cell)

Driver License #/State _____ Date of Birth ____/____/____

West University United Methodist Church

Motor Vehicle Trip Ticket

Vehicle Tag No. _____ Name of Driver(s): _____

Destination/Use: _____

Date Issued: _____ Time Out: ____:____ am/pm

Mileage Out: _____

Date Returned: _____ Time In: ____:____ am/pm

Mileage In: _____ TOTAL MILEAGE: _____

Was vehicle involved in any accident during trip? ____ YES ____ NO

Is there any maintenance or repairs required for vehicle? ____ YES ____ NO

Please explain: _____

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Mileage In: _____ TOTAL MILEAGE: _____

Was vehicle involved in any accident during trip? ____ YES ____ NO

Is there any maintenance or repairs required for vehicle? ____ YES ____ NO

Please explain: _____