

**VEHICLE USE POLICY (Model)  
FOR CHURCH OWNED OR PERSONAL VEHICLES  
(Name of Church)**

These policies and procedures have been established to provide consistency in the in the management vehicles used for church activities, whether owned by the church or its volunteers.

The purpose of the Vehicle Use Policy is to establish a fair process for the use of the church's owned and/or leased vehicles and to monitor the use of vehicles used and owned by volunteers for church related activities.

1. Use of church owned or leased vehicles for personal use is prohibited.
2. Drivers must be qualified and approved by the church in advance of use, maintain required licenses and personal automobile insurance when using privately owned vehicles. No person under the age of 18 shall be permitted to operate a vehicle on behalf of a church activity, even in relief.
3. Drivers shall be qualified and approved only by \_\_\_\_\_.
4. Use of a church vehicle or privately owned vehicles for church activities should be planned at least two weeks in advance of the need.
5. Drivers shall drive responsibly at all times and follow all traffic regulations, including the speed limit. Vans are particularly susceptible to rollover if sharp turns are made at excessive speed.
6. There must be 5 or more passengers for each trip in order to request a church owned van.
7. **While operating** a church owned or privately owned vehicle:
  - Children shall ride in approved safety seats as required by State law.
  - All passengers must wear seatbelts at all times. There may be no more passengers in the vehicle than seatbelts available.
  - Smoking is prohibited by drivers or passengers
  - Drivers may not initiate or receive phone calls or text messages while the vehicle is on a public roadway even at a stop light.
  - The driver is the guardian of both passengers and the reputation of the church. Aggressive driving will not be tolerated.
  - Drivers and occupants are expected to treat the vehicle with respect and operate it gently.
8. The following is required **upon the return** of a church vehicle:
  - The fuel tank shall be full. Fuel expenses shall be submitted promptly.
  - All trash and personal belongings shall be removed. The vehicle shall be vacuumed or washed if there is an excess of dirt or food spillage.
  - The time out, time in, mileage out and mileage in shall be recorded on the vehicle log.

- Any maintenance defect or damage shall be recorded on the vehicle log and reported to \_\_\_\_\_
- Leave the vehicle in the condition you would expect to receive it from others.

9. Any **traffic accident or traffic violation** shall be reported immediately to \_\_\_\_\_ . Obtain the name of the police department and the police report number at the scene.

10. To drive on behalf of the church is a privilege. The Church reserves the right to remove any driver from the approved driver list.

11. When transportation will be provided as a caravan, chaperones and drivers shall plan in advance to assure appropriate adult/child ratios and careful accounting for children at rest stops, way points and pick-up/drop-off. Children will be released only to approved parents/guardians.

**I acknowledge that I have read the vehicle use policies and agree to follow them.**

\_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Driver)

\_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Church representative)

**Maintain with Driver Qualification**