

Immanuel Temple Seventh-day Adventist Church

Church Vehicle Use Policy

The purpose of the Vehicle Use Policy is to establish a fair process for the allocation of the Churches' vehicle(s) to as many members, groups and departments as possible and to maintain a consistent process for the management and maintenance of these vehicle(s).

Reservation and Scheduling of the Church Bus:

1. The primary use of the church bus is to provide roundtrip transportation to Sabbath Services, beginning at 9:15 a.m., and other services (i.e. Evangelistic Services, Special Programs...).
2. Departments or groups requesting to use the bus on Sabbath must make alternate transportation arrangements for regular church bus riders.
3. Requests for the church bus will be honored on a first-come, first served basis. The church board may use its discretion to ensure that no department or group monopolizes the use of the bus.
4. Departments or groups must submit a Church Bus Request Form at least two (2) weeks in advance of requested date.
5. All trips over 200 miles one-way without church board approval must select alternate means of transportation.
6. Parental permission slips, liability forms, and emergency information for children/youth must be accompanied in a folder/binder by the Ministry Leader or Bus Driver in charge.
7. The Church Bus will be filled with gasoline to begin the trip and must be filled upon the return of the trip. Funds for gasoline and tolls are the responsibility of the department/group using the bus. If reimbursement is coming from a Ministry department, a reimbursement form must be filled out (with a receipt attached) and submitted to the Ministry Leader for signature then given to the Head Treasurer.
8. Church vehicles are owned by Immanuel Temple Church and are available for church related activities only, and are not to be rented or loaned to individuals or groups for personal use.

Safety:

The responsibility of everyone using the Church Bus is to drive safely and courteously. Remember, you are representing the Immanuel Temple Seventh-day Adventist Church Congregation.

1. The driver is responsible for the safety of all passengers. In case of an accident, immediately seek help for any injuries by calling 911.
2. Report the accident to law enforcement officials before the vehicle is moved. Make no statement(s) of liability, fault, amount of insurance coverage, etc. at the scene of the accident.
3. Give only pertinent information to law enforcement officials and operator(s) of other vehicle(s) involved (i.e. driver's license number, name address, vehicle registration, insurance policy number, etc.).
4. Complete an Accident Report Form (located in bus).

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5. The next step is to contact the Pastor, Head Deacon, Head Elder, or Safety Officer.
6. The driver and all passengers must wear seatbelts at all times. All children must be secured according to the North Carolina Child Passenger Safety Law (G.S 20-137-1). Car seats and booster seats must be provided by parent(s) or guardian.
7. The driver "Must" ensure maximum number of passengers (14) and weight limits be observed. (NHTSA) – National Highway Traffic Safety Administration).
8. Driver(s) may not answer, talk on cell phones, or text while operating church vehicle(s).
9. Personal music must be played only with head phones and must be kept at a level that is not distracting to the driver or others.
10. For safety reasons, church vehicles should not be driven in excess of posted speed limit and normal use should be restricted to the hours of 6 a.m. and 12 a.m., unless approval is given by the church board. Drivers should not operate the church bus for more than 6 consecutive hours in any 12 hour period.
11. Children under age 12 shall not be allowed to ride in the front seat.
12. To ensure safety, all passengers will follow the bus safety rules and remain in their seats, with seat belt secured, follow driver's directions, speak quietly, and keep hands, feet, and objects to self.
13. Driver(s) and chaperons(s) are to be familiar with the location and operation of emergency equipment (fire extinguisher, first aid kit, flares, etc.)
14. At least one person, other than the driver, should be familiar with first aid techniques.
15. During a weather event that produces any form of frozen precipitation (Snow, Freezing rain, Sleet). ALL Church Vehicles will be placed on a do not operate status. Assigned drivers will contact the Head Deacon to determine when it is safe to operate the Church Vehicles.
16. Vehicle registration and proof of insurance should be stored in a designated area in each vehicle.

Care and Maintenance:

1. Designated persons are responsible for the maintenance and care of the church vehicles.
2. Eating and drinking in the church bus is discouraged. Food and beverages, if allowed should be carefully handled to protect the bus interior.
3. When the bus is returned, all trash and personal items are to be removed. Plastic bags will be kept on the bus for clean-up use. Any department not returning it clean will be charged for the clean-up.
4. Any mechanical issues, damage to the interior of the bus is to be noted and reported to the Head Deacon or designee when returning the church bus keys.
5. Vehicle(s) should be maintained properly and inspected frequently by a competent mechanic. Keep a log book of maintenance performed.
6. The church vehicles are dedicated to the Lord's work. Any misuse or abuse is to be reported to Head Deacon and Pastor for their investigation and final resolution.

God has blessed us tremendously 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.