

DALLAS FIRST UMC POLICY & PROCEDURE

Title: Policy and Procedure for Church Vehicle Use

I. PURPOSE

To set procedures and plans for the use of Dallas First UMC owned vehicle.

II. POLICY

Use of the Church van will be under the authority of the DFUMC Leadership Board. Dallas First UMC recognizes that the operation of vehicles, while necessary to our mission and ministry, carries with it risk. We are committed to ensuring the safety of the drivers and passengers through proper vehicle maintenance, selection of qualified drivers, and enforcement of proper passenger behavior. The provisions of this policy pertain to driver approval, operator qualifications, operator responsibilities, and rules of vehicle use apply to the operation of church-owned vehicle.

Only approved drivers are allowed to drive vehicle for church activities. Approvals will be made through the Contributions Manager and Office Manager.

Church vehicle may only be used for approved church activities.

To become an approved driver for a church activity, the person must complete a driver's application and submit it at least one week before the activity will take place. To be considered for approval, the applicant:

Qualifications for use:

- Must be at least 25 years of age. Must have a valid driver's license.
- Must have a motor vehicle record that reflects a safe driver. The proposed driver must possess a valid Driver's License and must operate the vehicle in compliance with any restrictions on said license.
- The Church reserves the right to decline the right to operate a van to any driver who, in the sole discretion of the Church, does not possess suitable ability to operate the vehicle. Any person with more than one moving violation on his/her driving record in the last three years, is prohibited from operating the van.
- Any individual who has failed or refused an Implied Consent Advisory test for the presence of alcohol, controlled substances, or the like in the operation of a motor vehicle within the last ten (10) years is prohibited from operating a van under this policy, regardless of conviction or acquittal. This would protect us from the individual who maybe had his/her OWI charge dismissed by the Court but failed the breath test administered by law enforcement and reported to the DOT.

III. PROCEDURE

The van must be reserved 7 business days in advance through the church office. It is reserved in order of request.

The key to the vehicle is signed out in the church office and must be returned with the appropriate form, cleaned, and refueled when the trip is completed. Make arrangements with the church office in advance to collect the keys.

The approved driver who is driving for a church activity must:

- Operate the vehicle in a safe and courteous manner.
- Refrain from eating meals or engaging in other distracting activities. Talking or texting on a cell phone while the vehicle is moving is forbidden.
- Obey all traffic laws, including speed limits.

- Perform an inspection of the vehicle prior to departure, including a check of the required safety equipment (headlights, taillights, brake lights, and turn signals).
- Abide by Safe Sanctuary Policies if transporting youth under the age of 18.
- Only Authorized Drivers shall be permitted to use church van for church related transportation needs.
- Use of church van for personal purposes is prohibited unless approved by the Leadership Board.
- Drivers are responsible for all traffic and parking violations they incur. Excessive traffic violations may lead to loss of authorized driver status.
- Smoking is not allowed at any time in church van.
- Pets and animals of any kind are not allowed in church van.
- Van must be locked, windows rolled up and lights turned off when not in use.
- ALL passengers must wear seatbelts. It is the driver's responsibility to ensure all passengers are aware of and adhere to this policy.
- Children who are required by law to be in an approved child, or booster seat are not permitted to be transported in the Church van.
- Upon returning the van to the designated church parking spaces, drivers are responsible to ensure all food, trash, and belongings have been removed from the van.
- Drivers must submit a completed Motor Vehicle Trip Ticket to the office after each van use. Proper completion of this form should include, but not limited to recording of mileage, destination, required maintenance, and name of all drivers who drove the vehicle. Vehicle keys must also be returned immediately.
- If the gas level falls below $\frac{1}{4}$ full during usage, please fill the tank to full upon return. Gas receipts must be submitted to the Office Manager for reimbursement.

Accidents/Insurance:

- If a van has been involved in a traffic accident or is damaged in any way, in addition to following all appropriate laws, drivers must report to the Church Office by phone within 30 minutes of the accident.
- If a van has been involved in a traffic accident, the Driver shall use the **Church Insurance** information provided in the van glove compartment.
- Drivers shall use the Collision Information sheet to ensure all information is collected following the accident.
- Drivers shall be responsible for contacting the local authorities, obtaining a police report, and submitting all required reports in connection with the accident.
- All documentation associated with the accident (including a properly completed Collision Information Sheet) by the end of the following business day of the accident, or as soon as possible.

IV. ATTACHMENTS

- Use of Church Van Request Form
- Ministry Driver Screening Form
- Collision Information Form
- Motor Vehicle Trip Ticket

V. RESPONSIBLE PARTY

- Contribution Manager

VI. APPROVAL COMMITTEE(S)

- Leadership Board

VII. APPROVAL(S)

6/17/2024

DALLAS FIRST UMC POLICY & PROCEDURE ACKNOWLEDGMENT FORM

I attest that I have read, understand, and will comply with the Dallas First United Methodist Church Policy and Procedure for Church Vehicle Use, including qualifications for use.

Date ____/____/____

Applicant's Signature _____

Date ____/____/____

Approval Signature _____

USE OF CHURCH VAN REQUEST FORM

ACTIVITY INFORMATION

Activity:

Date(s): (mm/dd/yy)

Number of People Needing Transportation:

Destination:

Missional Reason/Purpose:

Time(s) van will be picked up:

Time(s) van will be returned:

Driver Information:

(Attach a photocopy of each driver's license if not on file with the church office):

GROUP INFORMATION

Group/ Person Making Request:

Responsible Party:

Address:

Phone:

Contact Person for Group (If Other Than Responsible Party):

Address:

Phone:

AGREEMENT

I have read the conditions on the **Policy and Procedure for Church Vehicle Use** and agree to abide by the same, and to make every effort to ensure that all drivers and passengers do likewise.

Signature of Responsible Party

Date

Name of Ministry: _____

Address: _____

City, State, Zip: _____

Ministry Driver Screening Form

Driver's name (as shown on license): _____

Date of birth: _____

Driver's license state and number: _____

Is this a commercial driver license? Yes No

Are you the primary driver? Yes No

Primary driver = You drive the vehicle more than once per month or more than 12 times per year.

In the past three years:

1. Have you been at fault for any accidents? Yes No

2. Have you had any moving traffic violations? Yes No

3. Have you had any insurance company cancel or refuse to provide you with auto insurance? Yes No

4. Have you had your driver's license revoked, suspended, or restricted? Yes No

5. Have you had any physical impairments other than corrective glasses? Yes No

6. Have you ever been charged with or convicted of "driving while intoxicated" or

"driving under the influence"?

If any question(s) 1-6 have been answered with "yes," please provide full details below: (dates, descriptions, amounts, or other explanation)

Signed _____

Date _____

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 INFORMATION (of the other car):

Name: _____ Address: _____ Date of Birth: ____/____/____
Phone: _____ (home) _____ (cell) Driver's License #/State _____
Vehicle: Year: _____ Make/Model/Color _____
License Plate Number: _____ VIN: _____
Auto Insurance Carrier: _____ Policy Number: _____
Name of Insurance Agent: _____ Phone: _____

DRIVER (if another car is involved):

Name: _____ Address: _____ Date of Birth: ____/____/____
Phone: _____ (home) _____ (cell) Driver's License #/State _____
Vehicle: Year: _____ Make/Model/Color _____
License Plate Number: _____ 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: ____/____/____

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 the vehicle involved in any accidents during the trip? _____ YES _____ NO

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

Please explain: _____

Signed _____

Date _____