

Policy and Procedures for Providence UMC Vehicles

PURPOSE: The purpose of this document is to define the policy and procedures for the operation, care, and use of any motor vehicle that is owned or leased by Providence United Methodist Church.

1. USE:

- A. The vehicle is to be used only for transportation in support of operations, maintenance, and church ministries and activities.
- B. Those members desiring to use any church vehicle should schedule the use in advance with the Ministry Assistant for Calendar. Where scheduling conflicts occur, this position will work with the Business Manager to resolve the conflict. Generally, usage will be determined on a first-come basis.
- C. Use of the buses on Sunday mornings will be prioritized for transporting members to and from the main PUMC campus from area retirement and assisted-living communities.
 - a. If a PUMC ministry group needs to use a bus on a Sunday morning, the request must be made at least 3 months in advance in order to accommodate driver scheduling and church member alternative transportation.
 - b. Sunday morning usage will only be permitted for the bus without a handicapped lift ('Bus B'), so that the other bus may remain in use for the retirement communities.
 - c. The Youth Ministry will be permitted to use Bus B up to 5 Sunday mornings per calendar year. On one of those Sundays, the Youth Ministry may also use Bus A, provided it is scheduled at least 3 months in advance.
 - d. In general, Scouts and other PUMC ministry groups will not be permitted to use the bus on a Sunday morning, unless it is returned and cleaned in time for normal church use (typically by 9 a.m. ET).
 - e. This usage may be reviewed on an as-needed basis, with exceptions approved by the Business Manager, who may consult with the Board of Trustees as needed.
- D. Requests by PUMC members to use a bus for non-PUMC usage, such as transporting members of another congregation, school, etc. must be submitted at least 2 months in advance. These requests should not include usage on a Sunday morning. Requests will be reviewed and approved on a case-by-case basis by the Business Manager and Board of Trustees, as needed.
- E. To drive a church bus/van that holds up to 15 people, a person must first meet the following requirements (Business Manager and Board of Trustees reserve the right to decline a driver's request, even if they meet these requirements, due to safety or other concerns):
 - a. Have a valid driver's license
 - b. Be a member or staff member of Providence UMC, or in an elected or appointed leadership role of a chartered or sponsored organization of PUMC (e.g., What's Next Ministry director, Boy Scout Troop 11 uniformed or committee leader)
 - c. Complete a driving record check (Motor Vehicle Report) through Designated Staff
 - d. Complete training by the Facility Manager or Designated Substitute and view the Road to Safer Transportation DVD on Church Mutual Website
<https://youtu.be/HDuDXpd2II0>
 - e. Complete a renewal driving record check and training course every 3 years

- F. All drivers must be trained in vehicle operations and safety by the Facility Manager or Designated Substitute before use is permitted. Once the above requirements have been met, the person will be placed upon the church's Approved Driver List, kept by the Business Manager, Ministry Assistant for Calendar and the Facility Manager.
- G. All drivers are expected to observe all laws governing the operation of a motorized vehicle. Any violations of these moving or stopped vehicle laws are the responsibility of the driver as well as any fines incurred.
- H. All drivers using any church vehicle will complete a trip report. The gas tank must be filled when the vehicle is returned. Gas is the sole responsibility of the authorized driver and the ministry using the vehicle, unless otherwise stated and acknowledged beforehand.
- I. Smoking is not permitted in any church-owned vehicle.
- J. The keys to all vehicles will be kept by the Facility Manager. Only those drivers who have met all the requirements in section C above, is listed on the church's Approved Driver List, and has scheduled the use of the desired vehicle may obtain the keys from the Facility Manager.
- K. Some buses may be scheduled for local trips only.

2. ACCIDENTS

- A. In the event of an accident involving a church vehicle or church event, the driver must promptly and fully complete the "Automobile Accident Form" (located in all vehicles and in the business office).
- B. The driver must notify the Business Manager or Facilities Manager of the accident as soon as possible, via phone or email. The driver shall provide the completed Automobile Accident Form, along with photos of the accident where possible.
- C. The Business Manager or Facilities Manager will contact the insurance company regarding the accident.

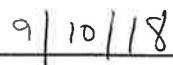
3. MAINTENANCE

- A. When the vehicle is returned, the Facility Manager will verify the log is complete, the gas tank filled, keys returned to their proper place, and problems reported will be addressed.

4. INSPECTION

- A. The Facility Manager will complete an inspection of the vehicles every three months.


Chair, Board of Trustees


Date Approved