

Trinity ARP Church Tampa, FL



Van Use Policy

September 3, 2007

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PURPOSE

The purpose of this policy is to bring uniform administration of van usage and to promote efficient, safe automotive operating practices for all approved drivers .

ASSIGNMENT GUIDELINES

Only drivers approved by Trinity ARP Church are authorized to operate the van for approved Church related functions. All approved drivers agree to comply with this policy.

DRIVER QUALIFICATIONS

- Possess a valid driver's license.
- Have an acceptable driving record as defined by Trinity ARP Church.
- Be physically fit to operate a motor vehicle.
- Be authorized by the Trinity ARP Church insurance company.
- Successfully complete a background and DMV screening.

INITIAL DRIVER RECORD CHECKS

Before a driver is approved, the individual's driver's license should be inspected to verify that it is valid. Additionally, a Background Check and Department of Motor Vehicles Report should be obtained from the state to detect any tendency toward violations that could affect the safe operation of the vehicle. The individual's written approval will be required before the initial background or driver record check can be performed. Refusal to authorize a driver record check will result in ineligibility to drive Church vehicles. If the initial background or driver record check detects violations that indicate the individual may not operate a vehicle safely, they will not be approved as a driver.

ANNUAL DRIVER RECORD CHECKS

Annually, approved drivers will be subject to a driving record review . The driver will not have to provide new written consent before the annual driver record check, unless required by state law. Depending on the results of the annual driver record check, a driver may be removed from the approved drivers list. Any driver having moving violations and/or accidents or in the event that their drivers license expires, or is revoked or suspended between annual reviews should notify Church officials immediately.

INSURANCE COVERAGE

Trinity ARP Church carries general commercial liability insurance for bodily injury and property damage.

Any accident involving damage to property of others and/or personal injury that occurs while the individual is conducting Church business is to be reported to Trinity ARP Church. The accident is also to be reported to the Church's Insurance Company.

Trinity ARP Church is not responsible for personal items carried or stored in the Church van.

AUTO INSURANCE ID CARDS

All over-the-road vehicles are required to have an auto insurance ID card as evidence that the insurance liability requirements of the state in which the unit is domiciled have been met. These cards should be carried in the vehicle at all times. Trinity ARP Church will obtain the ID cards for Church vehicles and place in the van.

ACCIDENTS

What to Do In Case Of an Accident:

1. When an accident occurs, the driver should stop the vehicle and determine whether anyone involved is injured. If so, the driver should immediately call for medical assistance.
2. Depending on whether anyone is injured or the extent of damage to the vehicle(s), the parties involved may or may not have to report the accident to the police. In some states, there is no need to report an accident in which no one was injured and all vehicles are in drive-able condition. The driver should be familiar with the law in the immediate area.

NOTE: Due to the potential for the other party to allege bodily injury after the fact, the driver should contact the police. Also, when uncertain, one should notify the police even if not required to do so. Such notification will protect the driver from charges that the accident was "hit-and-run."

3. In all cases, the driver should obtain information regarding the other parties involved in the accident. This should include the name, address, phone number, and driver's license number of any other drivers involved, as well as the owner and insurer (including policy number, name and phone number of insurance agent) of each vehicle. Information should be obtained as to the name and extent of injury to anyone involved in the accident; amount of property damage to other vehicles should also be observed.
4. The driver should obtain names and statements of witnesses if possible.

5. Do not make any statements regarding fault or negligence. Details of the accident should be discussed only with the police. Remember to remain calm and courteous at accident scenes.

Reporting of Accidents:

The following steps should be followed to report an accident involving a Church vehicle:

1. If there are bodily injuries to anyone involved in the accident, or damage to property belonging to others (third party), the driver should call the appropriate insurance company immediately, regardless of the perceived fault. This should be followed up with a written report forwarded to Trinity ARP Church/Insurance Company within 24 hours.
2. The driver must notify Trinity ARP Church by phone as soon as possible. Refer to the contact list kept in the vehicle.

AUTHORIZED USE OF CHURCH VAN

The van shall be used for approved Trinity ARP Church functions only. It shall not be used for any outside group functions or unauthorized use, such as personal use.

All occupants in Church vehicles are required to wear seat belts, and shoulder harness if the vehicle is so equipped, at all times when the vehicle is in operation.

If the vehicle is equipped with daytime running lights, the lights are not to be disabled.

The transport of hitchhikers is prohibited.

Drivers are required to observe all posted speed limits. Unfavorable weather, road or traffic conditions may require driving at speeds lower than the posted limit.

Smoking is not permitted in Church vehicles.

The Church prohibits the use of the van for the following:

- Personal towing of any kind including equipment or recreational vehicles.
- The use of the vehicle for hire and/or personal business activities.

Permission slips for minors should be signed and notarized and copies of medical insurance cards should be kept in the van in case they are needed for emergency medical treatment.

SAFETY GUIDELINES

All drivers shall operate the van in full compliance with all applicable laws and regulations.

SUBSTANCE ABUSE

It is against the law to operate any motor vehicle while under the influence of drugs or alcohol.

CELLULAR PHONE USE

Hand held mobile phones and 2-way radios should not be used while driving, unless used with hands free device in a safe manner as permitted by local and state law.

PERSONAL USE OF THE CHURCH VAN

Personal use of the Church van is not permitted.

FUEL PURCHASES

Trinity ARP Deacons are responsible for van fueling. In the event that a fuel purchase is required, personal expenses will be reimbursed by copy of fuel receipt.

VAN MAINTENANCE

Trinity ARP Deacons are responsible for van maintenance. The van should be maintained in accordance with the manufacturer's recommendations and prescribed preventive maintenance schedules, such as oil change intervals, tire rotation, proper tire inflation, and transmission servicing. The van should be kept clean inside and out.

Deacons are responsible to assure van is equipped with,

- FIRST AID KIT
- ROADSIDE EMERGENCY KIT
- VAN LOG BOOK AND SAFETY CHECKLIST
- ACCIDENT PACKET (DISPOSABLE CAMERA, CHECKLIST, CONTACT PHONE NUMBERS, ETC)

VEHICLE DOMICILE/PARKING

The van should be parked in the Trinity ARP Church Parking lot and secured when not in use unless otherwise approved.