

Vehicle Usage Policy

This policy applies to all vehicles owned and operated by; leased by; or rented by First United Methodist of Keller and personal vehicles which are used to transport passengers on behalf of First United Methodist Church of Keller.

Applies to all vehicles and all drivers who operate for any First United Methodist Church of Keller function.

Qualified Drivers:

- Drivers must be 25 years of age with a valid Texas driver's license. Any exceptions to this age requirement must be approved by the Board of Trustees. A copy of the driver's license will be kept on file for the remainder of the calendar year.
- Drivers must submit a copy of their proof of insurance to the Business Administrator or his/her representative.
- Drivers must have a Motor Vehicle Record (MVR or DMV) on file with the church office. The church business administrator or his/her representative shall obtain your MVR/DMV upon written consent. Your MVR/DVR shall remain on file for the remainder of the calendar year. You are required to report to the business administrator or to his/her designee any changes to your driving record within the calendar year.
 - Drivers must have no type A violations and no more than two type B violations in the past three (3) years.
 - **Type A Violations**
 - * Driving While Intoxicated
 - * Driving under the influence of drugs
 - * Hit and Run
 - * Failure to Report an Accident
 - * Negligent homicide arising out of the use of a motor vehicle
 - * Operating during a period of suspension or revocation
 - * Using a motor vehicle for the commission of a felony
 - * Operating a motor vehicle without owner's authority (grand theft)
 - * Permitting an unlicensed person to drive
 - * Reckless driving
 - * Speed Contest
 - **Type B Violations**
 - * Type B violations are all moving violations not listed as Type A
 - * Accidents
- Drivers must be a member of the church for six consecutive months prior to operating vehicles, OR a regular attendee at services or ministries for at least six consecutive months prior to operating vehicles.
- All drivers shall receive a copy of the Vehicle Use Policy and be required to sign that they have read and will agree to adhere to the Vehicle Use Policy.

Any exceptions to the qualifications listed above must be approved by the Board of Trustees.

<p>Applies to owned/leased vehicles only.</p>	<p>Van Maintenance:</p> <ul style="list-style-type: none"> • The Board of Trustees is responsible for oversight of vehicle maintenance and usage. • The building superintendent will oversee the maintenance of the vehicle including routine checkups and repairs, addition and/or replacement of fluids and oil, and recommendations for major repairs, as necessary. The building superintendent will check log sheets as part of his/her routine maintenance of vehicles. <p>Van Reservation & Checkout:</p> <p>Schedule van usage with the church Business Administrator, Monday through Friday from 8:30 a.m. to 4:30 p.m. (817-431-1332). Van should be reserved at least one week in advance of the event.</p> <ul style="list-style-type: none"> • To reserve a van you will need to provide the following information: <ol style="list-style-type: none"> 1. Group using van 2. Designated drivers for group 3. Destination, & dates/times of trip. • Keys may be picked up from the church Business Administrator the day of the van usage or at a time agreed upon by the church Business Administrator and a designated driver for the group. • The Vehicle Condition Report (Appendix A) must be completed and turned into the church Business Administrator or his/her designee prior to the vehicle being operated. <p>Van Return:</p> <ul style="list-style-type: none"> • Drivers must complete a log sheet each time the van is used and is to be returned to church office with the van keys. • The van shall be cleaned after use and returned with at least 1/2 tank of fuel. If drivers wish to be reimbursed for fuel, they must turn in a check request and receipt to the Business Administrator. • Keys must be turned in to the office the day of van return. If the office is closed, the keys must be returned the next day the office is open.
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<p>Applies to all vehicles and all drivers who operate for any First United Methodist Church of Keller function.</p>	<p>PRIOR TO DEPARTURE:</p> <ul style="list-style-type: none"> • Complete the appropriate vehicle condition report and turn into the Business Administrator. • If youth are to be transported ensure that there are adequate Safe Sanctuary trained adults. Safe Sanctuary policy must be observed at all times. Persons less than 5 years of age shall not ride in Church vehicles. • 12 passenger vans or chartered buses are preferred methods of transportation. If 15 passenger vans are used, the rear seat must be removed before operation. The 15 passenger van must be a 2008 year model or newer. If chartered
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vehicles are to be used, the Executive Pastor or the Board of Trustees must approve the charter company.

- Perform a visual check of vehicle (inside & out) and note any damage or problems.
- Ensure that all drivers are familiar with controls and mirror adjustment.
- **ENSURE ALL PERSONS ARE WEARING SEAT BELTS.** This is a state law. Failure to enforce this law places you and your passengers in danger and puts the church at potential legal and financial risk.
- **If you are driving a rental vehicle obtain insurance papers from the church office before departing.**
- **Complete applicable check list.**

While the Vehicle is in Use:

- **Safe Sanctuary policy must be observed at all times.**
- **All passengers must wear seatbelts while vehicle is moving.**
- **Drivers MAY NOT USE CELL PHONES for any purpose (text, emails) while operating the vehicle.**
- No luggage or baggage may be attached to the top of the van.
- The driver of the vehicle must not exceed posted speed limit.
- Drivers may not operate a vehicle for more than 4 consecutive hours without a 1 hour break.
- No vehicle may carry more passengers than it is equipped with seat belts to carry. Each person riding in the vehicle must have and wear their seatbelt while vehicle is being operated. Sharing a seatbelt is not allowed. It is the driver's responsibility to enforce the seatbelt policy.

INSURANCE & REGISTRATION: Cards are in the glove box of church owned vehicles. If you are driving a rental vehicle obtain a copy of the insurance card from the office before departing.

BREAKDOWNS: Check procedures on card in glove box. (same as listed below)

- Park in the safest location possible. Turn on flashing hazard lights.
- Keep passengers in vehicle unless vehicle poses a danger to the occupants.
- Assess the situation and determine the best option to make needed repairs.
- If repairs cannot be made on the roadside:
 1. Call for help
 2. Transportation must be made for all vehicle occupants.

Useful numbers:

First United Methodist Church of Keller, TX. . . .(817) 431-1332
(Select option for on call pastor if after hours)

ACCIDENTS: Check procedures on card in glove box. (same as listed below)

Applies to all trailers and all drivers who operate trailers for any First United Methodist Church of Keller function.

- Stop immediately and determine if there are injuries then assess the damage.
- Move the occupants to a safe location. Do not leave anyone unattended.
- Avoid obstructing traffic, if possible.
- Aid the injured and see to it they receive medical attention as soon as possible.
- Unless in immediate physical danger, do not attempt to move the injured person(s).
- If you or others are trained in first aid, administer first aid to the injured person(s).
- While tending to the injured person(s), have someone call for help.
- Report accident to local police or state patrol.
- Do not admit fault but give police/state patrol pertinent details of the accident.
- Obtain witnesses' names and telephone numbers.
- Record all accident details in writing.
- Notify your family, the church, and families of other passengers involved in the accident.

Notify the church office as soon as possible with all details.

TRAILER USE

REQUIREMENTS:

- Trailer shall not be permitted to be towed by 12-15 passenger vans if those vans are being used to transport passengers.
- The church recommends that all drivers operating a tow vehicle check with their respective insurer and understand the liabilities as they relate to their insurance carrier. Any questions regarding personal liability should be directed to your insurer and legal counsel.
- If towing a **trailer**, only drivers with **experience** towing a trailer shall be allowed to operate the vehicle while towing.
- If a trailer is equipped with electric brakes, only a vehicle with electric brake capability will be used to tow the trailer.
- Do not exceed the Gross Vehicle Weight Rating (GVWR) of your tow vehicle as specified by the manufacturer.
- The GVWR rating on the hitch or bumper must meet or exceeds the GVWR rating on the trailer.
- Hitch ball must be the same size as the trailer coupler.
- The hitch ball should meet or exceed the GVWR of the trailer.
- The ball shall be lubricated and visually check for any signs of deterioration before each use.
- Tow vehicle must have properly installed fastener points (either links or rings) for the trailer's safety chains.
- It is suggested that the towing vehicle tire pressure be checked after adding the hitch weight to ensure tires are properly inflated. Improper inflation increases the risk of tire failure.

- Make sure the mirrors are wide enough to see the back corner of the trailer. Most trucks have adequate mirrors, but most automobiles will require add-on extended mirrors that can be purchased at almost any auto or RV parts supplier.
- When you are hitched to the trailer, make sure both the tow vehicle and trailer ride level. If the hitch weight makes the tow vehicle "squat" in the rear, you will need to purchase an equalizer hitch to eliminate this problem. A tow vehicle that rides low in the rear will not steer properly and may cause damage to the rear axle, hubs, and tires from an overload situation.
- Do not overload. Stay within your Gross Vehicle Weight Rating (GVWR) capacity. Refer to your trailer's identification plate for the GVWR.
- Follow the axle manufacturer's recommendations for checking lug nuts on wheels.
- Trailer must be checked prior to each use to ensure the bearings are properly greased.
- Do not overload the trailer. If it is suspected that the trailer is nearing the GVWR, the trailer should be taken to a scale to ensure it is not exceeding the GVWR, For example: A trailer that weighs 10,000 lb. loaded should have a hitch weight no less than 1,000 lb. and no more than 1,500 lb.
- Check coupler before each use for adequate lubrication. A dry coupler and hitch ball will cause excessive wear. This will result in coupler or component replacement.
- The latching lever must be secured with a manufacturers approved pin or a lock to secure the trailer to the coupler. Without properly securing the latching lever, it could accidentally disengage allowing the coupler to jump off the ball.
- If a trailer is equipped with a breakaway switch, it must be secured to the tow vehicle. Safety chains must be securely fastened to the tow vehicle and be crossed to create a cradle.
- Trailer doors must be closed and locked while in transit.
- Roof vents and windows must be closed while in transit
- Load must be properly secured so it does not shift while towing.
- Before each trip, check the operation of all lights on the tow vehicle and trailer.
- Before each trip check the trailer's brakes and make sure they are properly adjusted for the load you are carrying. Remember . . . it takes more room (and time) to stop a heavier loaded trailer than a light one. Anticipate stops and do not tailgate.

**IF YOU OR ANYONE IS IN DOUBT ABOUT SAFETY, DO NOT PROCEED.
IMMEDIATELY CONTACT THE EXECUTIVE PASTOR OR HIS/HER DESIGNEE.**

Appendix A
Prior to Departure Vehicle Condition Report

Vehicle CONDITION REPORT			
Driver		Date:	
Vehicle		Mileage	
Item	Good Condition	Needs Repair	Comments
Battery			
Body			
Bumpers			
Brakes			
Parking Brake			
Clutch			
Defroster/Heater			
Engine			
Exhaust			
Fuel Tank			
Horn			
Lights - Dash			
Headlights			
Taillights			
Brake Lights			
Turn Signals			
Flashers			
Mirrors			
Muffler			
Oil & Fluids			
Safety Equip Fire Ext.			
First Aid Kit			
Jack			
Seat Belts			
Spare Tire			
Suspension			
Steering			
Tires			
Transmission			
Wheels & Rims			
Windows			
Windshield Wipers/Fluid			
Other			
Signature:			

