

## Mount Zion UMC –Van Policy

### VAN REQUESTS

-The church van will be used exclusively by Mount Zion UMC church for its programs or church-sponsored programs.

- Van requests for church functions can be submitted in writing on the “Van Request Form” or contact the church office to set up reservation at least 48 hours prior to need. All van reservations are added to the church calendar located on the church website.

-TTR will determine the amount of time a group can request the van on a case by case basis.

-TTR will have final determination if travel mileage is outside of the range that makes “common sense” for the use of church van

-All scheduled trips will be posted on the church website online calendar. The following information is needed for every request:

- Name of group
- Name of group representative
- Date and time vehicle will be checked out
- Date and time vehicle is to be returned
- Destination and purpose of the trip
- Name of the approved driver(s)

### VAN USE

-Van will not be used for personal use.

-The group must use an approved and qualified driver. Only approved drivers may operate the van.

-Each trip also requires a copilot who must be an adult 18 years of age or older. They need to be alert and assist the driver with all adjustments to ac/heat and other accessories, directions, makes sure everyone uses their safety belt and is in charge of all the occupants of the van.

-Groups must be attending a church approved event.

-At least one chaperone (not the driver), 21 years of age or older, must be included each time there are children or youth on any trip. The chaperone can also be the copilot.

-Groups using the van must fill out the Transportation Vehicle Checkout Form. Before they leave they need to enter the information required and complete it and sign it at the end of the trip.

-Requests to use the van are generally on a first-request, first-use basis, with the following guidelines:

- Priority if there is availability conflict will be
  - o Mount Zion Church programs (ex: youth, SALT)
  - o Mount Zion Church sponsored programs (ex: Scouts)
- Common courtesy and cooperation are encouraged whenever there is a conflict for van use.

-The group will be responsible for cleaning the trash out of the van after each trip. The van shall be returned in the same condition as when it was checked out. Vacuuming & washing will be handled by the TTR.

-Seating capacity of the van is 15 including the driver. This number shall NEVER be exceeded.

-Each seat is equipped with a seat belt, which shall be used at all times. At no time shall the van be in movement when passengers are not secured by seat belts.

-Any group may lose its privilege of using the van if the vehicle is returned with missing safety equipment or tools, with evidence of mistreatment or vandalism, with trash or debris not removed, or without a completed Occupant List with Emergency contacts with contact information for everyone on the van.

-Van usage will require common sense and courtesy.

- Make sure gas tank is full when returning the van (at user expense).
- Complete van paperwork
- Make note on the Transportation Vehicle Checkout Form anything that the Transportation Team should be aware of that you noticed that needs attention or repair.

#### RULES WHILE ON THE VAN

-Act in a Christ-like manner, you are representing Mount Zion when you are using the church van.

-No tobacco use on the van at any time.

-Passengers must remain in their seats with seat belts fastened.

-Noise should be kept to a minimum so that the driver is not distracted.

-Passengers should not speak to the van driver unless absolutely necessary. The driver needs to focus all of his/her attention on the road.

-Those who ride on the van must return with the van unless prior arrangements were made, with the group representative, and approved.

-The group using the vehicle is financially responsible for vandalism or damage to the van, by its members.

#### DRIVER REQUIREMENTS

-Must be at least 21 years of age and have a minimum of five years of driver's experience.

-Must be an approved member of the church group or church-sponsored group.

- Must complete a Mount Zion approved background check, driver screening form and driver responsibility form every three years.

-Must have a North Carolina driver's license and a good driving record, in accordance with Mount Zion UMC insurance auto policy.

-Must be in good physical condition.

## DRIVER'S RESPONSIBILITIES

-Must fill out "Transportation Vehicle Checkout Form" and the "Vehicle Occupancy Form". They need to make a copy of the completed "Vehicle Occupancy Form" and leave it in the office during office hours. If it is after office hours there is a copy machine located in the Counters Room (Room 111). You can leave the copy of the "Vehicle Occupancy Form" on the desk or on the desk in the counters room.

-Any maintenance done must be communicated to the TTR and noted on the Van Inspection Report.

-Must fill gas tank after each trip before returning the van to the church.

-Must ensure van is secured whenever vehicle is parked or otherwise unoccupied during trip.

-Must lock van and return keys and Van Inspection Report to Mount Zion church office within 24 hours of trip completion.

-Must operate vehicle in a safe manner at all times; never exceeding speed limit or violating any driving laws.

-Any traffic violation is the sole responsibility of the driver. Mount Zion UMC does not assume responsibility.

In the event of an accident, the driver must:

- Seek assistance for any injuries using occupancy Form.
- Notify law enforcement.
- Take necessary precautions to prevent further accidents at the scene.
- Obtain names, addresses, and insurance information of persons in the other vehicle(s).
- Call the Church Office at 929-772-8415 during office hours. If the office is closed, please contact Clayton Ennis at 919-215-5293.
- Complete the Van Accident Form.

## OTHER INFORMATION

-Regular maintenance, van license and registration, and vehicle insurance will be the responsibility of the Mount Zion Transportation Team. The Transportation Team is appointed by the Mount Zion Administrative Council.

Mount Zion will be responsible for paying all approved maintenance and repair expenses out of the budgeted funds.

## PROCEDURES FOR CHECKING OUT AND RETURNING THE MOUNT ZION CHURCH VAN

### CHECKING OUT

#### AUTHORIZED DRIVER

- Obtain keys, at the Mount Zion church office, immediately prior to trip during office hours.
- Check vehicle condition per Van Inspection Report.
- All safety and operational features must be satisfactory prior to starting the trip. Contact TTR in the event of discrepancies that cannot be corrected prior to trip.
- Leave completed occupant list in the van and a copy in the office or counters room (room 111).

### CHECKING IN

#### GROUP REPRESENTATIVE

- Ensure van is clean and orderly interior.
- Acknowledge responsibility for any missing safety equipment or tools, damage or vandalism pursuant to the group's use of the vehicle by listing and signing on the Van Check Out form.

#### AUTHORIZED DRIVER

- Check safety and operating features of the van.
- List any vehicle services needed and those performed during the trip on the Van Inspection Checklist.
- Submit any bills for maintenance, repairs, etc. to the TTP. (Excluding fuel cost)
- Complete Van Check Out form and turn in to TTR or leave in the van for them.
- Turn in keys to TTR or church office.

### TRANSPORTATION TEAM REPRESENTATIVE

- Receive keys and Van check-in checklist.
- Inspect van and document any check-in discrepancies.
- If there are any van repair or maintenance issues, address with Transportation Team.
- Return van key to storage location.
- Complete vans check-list at the first of each month.