

## **GUIDELINES FOR USE OF CHURCH-OWNED VEHICLES**

1. Person-on-charge---The church-owned vehicle(s) shall always be under the direction and control of a person designated and the “Person-in-Charge.” Except with the approval of the Trustee Committee, the Person-in-Charge shall be an adult New Salem United Methodist Church member. When groups of children or youth are being transported, the Person-in-Charge or their adult designee shall always ride in the vehicle and maintain order.
2. Use of the church-owned vehicles must be scheduled on the church calendar.
3. Drivers-Drivers of church-owned vehicles must be approved by the Trustee Committee. The Church Secretary will maintain a list of approved drivers. The list will include a copy of each driver’s license.
4. Pre-trip inspection-Before leaving on a trip in a church-owned vehicle, the driver will perform a pre-trip inspection of the vehicle as outlines on a form to be kept in the vehicle. In addition, the driver should ensure that:
  - a. The tag registration is in the vehicle
  - b. The insurance card is in the vehicle
  - c. The driver has the telephone number of the person to be contacted in the event of a problem with the vehicle
  - d. The driver has the number of the church
5. Post-trip procedures-After a trip the driver shall:
  - a. Park the vehicle in an approved location
  - b. Complete a post-trip inspection, making detailed notes of any matter that should be brought to the attention of the Trustee Committee, including any damage to the vehicle (interior or exterior )during the trip
6. Accident reports- The driver shall be responsible for reporting all accidents occurring while driving a church-owned vehicle:
  - a. To the appropriate law-enforcement authorities
  - b. To the Trustee Committee Chairperson

