

## **Vehicle Usage Policy**

This policy applies to all vehicles owned and operated, leased, or rented by or on behalf of Oakmont Baptist Church, Inc. (hereinafter referred to as "the Church") of Greenville, N.C. as well as privately owned vehicles (POV) which are used to transport passengers on behalf of the Church and its functions. This policy becomes effective August 15, 2012.

All drivers shall receive a copy of the "Vehicle Usage Policy" and will be required to sign that they have read and agree to adhere to all provisions within this policy. Any exceptions to the provisions stated herein must be approved by the committee placed in charge of vehicles owned or used on behalf of the Church (currently the Property and Space Team).

## **General Guidelines**

### **Qualified Drivers**

- Only Oakmont members and other authorized drivers approved by the Church's designee and/or the Property and Space Team may operate vehicles owned or used on behalf of the Church.
- Requirements for the operation of the above described vehicles are:
  1. Must be 25 years of age or older
  2. Have a valid North Carolina driver's license
  3. Provide a copy of their driving record as provided by NCDMV. (Drivers whose licenses have been suspended within the past three years will not be approved)
- In addition to the above requirements, drivers who wish to operate a commercial motor vehicle owned by the Church or leased on behalf of the Church will adhere to the following requirements (a commercial vehicle, as defined by the State of North Carolina, is one that can transport more than 15 passengers, including the driver):
  1. Have a valid N.C. CDL-B license.
  2. Prior to being approved to operate a commercial vehicle on behalf of the Church, the driver(s) must pass a drug screen test provided by a medical facility selected by the Church.
  3. Participate in random drug screening as required by State and Federal law and in accordance with Church policy.

## **Vehicle Maintenance**

- The Property and Space Team, in coordination with the Church's designee, shall be responsible for the managing of the usage and maintenance of all Church owned vehicles, which shall include:
  1. Licensing
  2. Safety inspections
  3. Routine maintenance, servicing and repairs
  4. Recommendations for major repairs as necessary
- The Church will ensure that each vehicle it owns has the appropriate level of vehicle liability insurance coverage in effect at all times as required by the Stewardship Team, but, in no instance, less than required by the laws of the State of North Carolina.
- The Registration and Insurance cards for each church owned vehicle shall be kept in each vehicle's glove compartment.

## **Vehicle Reservation and Checkout**

- Persons who wish to use a church owned vehicle or trailer shall schedule usage with the Church's designee at least one (1) week in advance to the planned usage. Reservations may be made during normal church office hours which are Monday thru Friday from 9:00 a.m. to 5:00 p.m.
- To reserve a church owned vehicle, drivers must provide the following information:
  1. Name of the group and members who will be using the vehicle
  2. The name of the designated driver or drivers for the trip
  3. The date, time and destination of the trip
- The keys for the vehicle(s) to be used may be obtained from the Church's designee the day of usage or at a time agreed upon by the said designee and a designated driver for the planned trip.

## **Prior to Departure**

- If youth are to be transported, the group leader and/or driver must ensure that there are a sufficient number of approved adults in each vehicle being used to transport minors in accordance with the Church's "Working with Minors" policy.

- In vehicles that are thus equipped, all occupants must wear seat belts at all times the vehicle is in operation.
- An approved child restraint device is required for all passengers as stipulated by the vehicle laws of the State of North Carolina.
- Drivers who are renting or leasing a vehicle on behalf of the Church shall obtain a copy of the insurance card covering vehicles from the church office by submitting a request at least two (2) weeks in advance to the Financial Secretary or Church's designee.
- Drivers must provide a copy of this insurance coverage to the rental agency. **ADDITIONAL INSURANCE OFFERED BY THE RENTAL AGENCY IS NOT NEEDED AND WILL NOT BE REIMBURSED BY THE CHURCH.**
- If utilizing a church owned vehicle, make sure that the registration and insurance cards are in the glove compartment of the vehicle.
- Twelve (12) passenger vans or chartered buses are the preferred methods of transportation. If fifteen (15) passenger vans are used, the rear seat must be removed prior to operating the vehicle.
- Drivers shall complete the applicable check list for each Church-owned vehicle operated outside Pitt County which shall become a permanent part of the records of the vehicle usage for that trip that will be maintained by the Church.
- Church-owned vehicles shall be inspected monthly and applicable check lists completed by the Church designee in charge of vehicles.

### **While the Vehicle is in Use**

- The Church's "Working with Minors" policy must be observed at all times.
- No vehicle may carry more passengers than the number of seat belts for which the vehicle is equipped. The sharing of a seat belt by more than one passenger is not allowed.
- No luggage or baggage shall be attached to the outside of church owned vehicles unless approved luggage racks have been permanently installed on these vehicles in accordance with all safety and motor vehicle laws and regulations.
- Drivers must **NOT**:
  1. Use mobile phones, pagers, or any electronic devices for any purpose (text, e-mails, etc.) while operating a Church owned vehicle or one being utilized on behalf of the Church.
  2. Exceed the posted speed limits.
  3. Be in violation of any of the vehicular laws of the state in which the vehicle is being operated.

4. Be under the influence of any substance, whether legal, prescribed or illicit, that affects their driving ability.
5. Operate a radar detection device.
6. Operate a vehicle for more than four (4) consecutive hours without at least a fifteen (15) minute break.

## Vehicular Breakdowns

- In the case of a breakdown, drivers should:
  1. Park in the safest location available and turn on the vehicle's emergency flashers.
  2. Keep passengers in the vehicle unless the vehicle poses a danger to them. If the passengers must exit, make sure to relocate them to a safe area.
  3. Assess the situation and determine the best options for the needed repairs.
  4. If repairs cannot be made on the roadside, call for help as needed. A list of useful numbers will be provided to every driver when they obtain the keys for the vehicle prior to their departure.
  5. Transportation must be provided for all vehicle occupants.

## In Case of Accidents

A Procedure Check list is located in the glove compartment of each church owned vehicle. A copy of this list is detailed below and will be provided to drivers of leased or rented vehicles.

- Drivers should:
  1. Stop immediately and determine if there are any injuries. Only after doing this do they need to assess the damages.
  2. **ALWAYS** call 911 to report the accident. Be prepared to give the operator all of the pertinent information they may need, such as;
    - Type of vehicles involved in the accident
    - The approximate location of the accident
    - The number of passengers involved and if any emergency medical assistance is needed
  3. Move occupants to a safe location – do not leave anyone unattended.
  4. Avoid obstructing traffic if possible.
  5. Aid the injured and ensure that they receive medical attention as soon as possible. Assist in the administration of first aid only to the extent of your training and ability.

6. Unless they are in immediate danger, do not try to move an injured person.
  7. Obtain witness(s)' contact information.
  8. Do not admit fault, but give law enforcement personnel all pertinent details of the accident.
  9. Notify the Church office or Church's designee as soon as possible with all of the details of the accident. The Church will coordinate the notification of emergency contacts as needed.
  10. If available, pictures should be taken of the accident scene to include all vehicles involved and surrounding area. There should be a sufficient number of pictures so that an accurate depiction of the sequence of events can be documented.
- A drug test will be required of the driver of a commercial vehicle involved in an accident when any of the following occurs:
    1. It results in injury or death.
    2. It results in the issuance of a citation to the driver under state or local laws for a moving traffic violation.
    3. The vehicle requires towing from the accident scene.
    4. Any involved person requires treatment away from the accident scene.
    5. In any other situation as set forth by Federal and State motor vehicle laws and regulations.
  - The results of a driver's drug and alcohol test(s) will be confidential to the extent required by law.

## **Vehicle Return**

- A vehicle log report shall be completed and returned along with the keys to the vehicle(s) to the Church office the next business day following the termination of the scheduled trip.
- Any group utilizing a church owned vehicle is responsible for seeing that it is returned to the Church free of trash, litter or other debris. Unless the use of the vehicle is for a church sponsored or sanctioned event, the parties utilizing the vehicle shall be responsible for the refueling of the vehicle prior to its return to the Church.
- Drivers shall submit all receipts and complete a reimbursement request to the church office which must be approved by the Church's designee prior to the issuance of any reimbursement.

## **Trailer Operation**

- The trailer should be hitched appropriately and secured by safety chains.
- Prior to each trip, drivers should check the operation of all lights on the tow vehicle and trailer.
- Prior to each trip, drivers should check the trailers brakes and make sure they are properly adjusted for the load being carried.
- At no time should the load of the trailer exceed the maximum weight load set forth by the manufacturer to the trailer.

**By signing this agreement, I acknowledge that I have read, understand and agree to be bound by the provisions set forth in this "Vehicle Usage Policy". I also certify that I will not be under the influence of any substance, whether legal, prescribed or illicit, that affects my driving ability while operating a vehicle of Oakmont Baptist Church as outlined above.**

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_