

LCP-5 Van Use and Operation Policy

Change history:

Date:	Change:	Made by:
3/19/13	Edited to be consistent with new governance	LM
4/10/2014	Changed Policy number to match LC Operating Policy	LC (TS)

Church Van Use and Operation Policy

Plymouth Congregational United Church of Christ is fortunate to own a van to help meet its transportation needs. The Board of Trustees emphasizes to all drivers of the van that its use is a privilege. It cannot be stressed enough that drivers must always be aware of the great responsibility they have for the safety of their passengers.

1. The van may be used only for activities and transportation sanctioned by Leadership Council, authorized ministerial staff, Trustees, board chairpersons, or church staff members. Whenever possible this approval should be in writing, signed by the appropriate church official, and filed with the Office Manager.
2. An operator must possess a valid Colorado driver's license.
3. An operator should be at least 21 years of age. Operators less than 21 years of age must receive approval in writing from authorized ministerial or program staff prior to operation of the church van. Driving experience of the applicant will be an important criterion. Parents of potential van operators less than 21 years of age will be consulted if appropriate, and they may request this privilege be denied. This request will be honored and will supersede a decision by staff. This approval will be provided to the Office Manager prior to gaining possession of the van keys.
4. An operator must provide the Plymouth Office Manager with copies of his/her driver's license and motor vehicle driving record to be kept on file with the Office Manager prior to being eligible to operate the van. This information must be renewed annually. Violations noted in the driving record might be grounds for denial of van driving privileges. Review of motor vehicle driving records will be the responsibility of the Trustees in coordination with authorized ministerial and program staff to determine if the privilege of being a church van operator should be denied.
5. An operator must read the information provided about safe-driving procedures and risks associated with operating a 15-passenger van, and fill out/sign a disclosure form, thereby confirming their eligibility to be a van operator, and agreeing to operate the van in a safe and courteous manner as a representative of Plymouth Congregational United Church of Christ and consistent with this policy and safe-driving procedures.

6. When the van is being used for transporting youth groups from Plymouth or other organizations, the van must be operated by an adult sponsor, parent chaperone, or other driver meeting these policy criteria. Youth group members of legal driving age will not be allowed to operate the van during youth group functions. Youth group members of legal driving age may operate the van for other purposes with permission granted under (3) and (4) above.
7. All occupants must wear seat belts while the van is in operation. Appropriate child safety restraints must be used in the van.
8. Smoking, consumption of alcoholic beverages, and use of illegal drugs is NOT allowed in the van. The operator of the van will not drink alcoholic beverages, use illegal drugs, or use medicines known to impair driving ability and subsequently operate the van.
9. Misuse of the van or traffic violations incurred by operators while using the van may result in immediate termination of driving privileges.
10. Individuals or groups using the van are expected to clean the van interior and exterior to remove dirt and debris resulting from use, fill the gas tank upon completion of use, and report any vehicle operation problems or repairs needed in writing to the Office Manager for referral to the Trustees.
11. The Office Manager will keep and maintain a scheduling calendar for van use, and confirm driver credentials as specified herein prior to checking out van keys to prospective operators. Scheduling will be conducted on a first come, first served basis. The Office Manager will refer any questions concerning driver eligibility or scheduling to the Trustees or ministerial staff.
12. The van may be loaned to UCC and other churches for related functions if approved in writing by the Trustees or ministerial staff. Such use must be scheduled with the Office Manager within two weeks of the desired date(s) of use. No long-term reservations will be accepted. Previously-scheduled Plymouth functions will take priority. The borrowing church group will abide by this policy and established checkout procedure. A rental fee of 25 cents/mile and a refundable damage/cleaning deposit of \$250 will be required. The rental fee may be waived at the discretion of authorized ministerial or program staff.
13. Church van maintenance and repair will be the responsibility of the Trustees.
14. If circumstances or conditions concerning Plymouth church van operator use arise, creating questions that are not adequately answered in the above policy, these questions will be referred to the Board of Trustees for review and clarification concerning eligibility to operate the church van.