

The Derry Presbyterian Church

POLICY ON THE USE OF VEHICLES on Church Business and Reporting of Accidents, Personal Injuries, or Property Damage of Any Kind

Church Owned Vehicles

1. May only be used for official church business functions.
2. May not be loaned to anyone for personal use.
3. The church secretary will be responsible to have possession of the vehicle keys, title, and insurance records.

Church Secretary's Responsibility

1. To check and file records of every use of the church-owned vehicle and non-staff vehicle use:
 - a. Date
 - b. Names of Driver and all passengers
 - c. Age of Driver
 - d. Copy of Driver/operator's driver's license
 - e. Destination and Purpose of the vehicle use
 - f. Record mileage before and after each vehicle use
 - g. Secure signature of operator of vehicle
 - h. Pull a 3-year MVR for each approved driver of the van annually.
2. To maintain a record of "Regular and Frequent" users (Pastor-approved Church Staff), their names, operator's plate numbers (if driving personal vehicles), licenses, home addresses, phone numbers and MVR documentation. Supply this information to our insurance agent, making appropriate changes as they occur.

Property manager's responsibility

1. To make sure that the vehicle is regularly serviced with oil changes and lubrication per manufacturer's recommendation; that safety inspections are made on a timely basis each inspection period. (delegate inspection), and that tire pressure is checked prior to each usage
2. To report any insurance claims to the insurance agent/carrier immediately
3. Make sure the van is driven at least 20 miles at one time, twice a month. (Check with church secretary re: usage)

Procedure

Any approved driver shall proceed as follows:

1. Contact church secretary for keys and fill out the appropriate information to be checked by the secretary for completeness.
2. Agree not to deviate from the most direct route in accomplishing the church business (exception: re-route due to accident or the like) and not to do any personal business in a church-owned vehicle
3. Return keys and report mileage from odometer on form to church secretary.
4. Inspect vehicle both before and after each use, and report any visible damage to the vehicle, either inside or out.
5. Report any driver's violation or accident of any kind to secretary.
6. Return the van with a full tank.
6. Lock vehicle after use

Vehicle use limitations

Use of church-owned vehicles shall be limited to:

1. Church employees and staff who have attended a vehicle orientation
2. Members of Derry Church on church business who have attended a vehicle orientation.
3. Drivers 25 years of age or older
4. In No Case may more than 12 occupants travel in the church van.

Rentals

Rental of vehicles for church business:

1. In the event of an emergency, permission may be granted by approval of the Pastor, Treasurer, or Chairperson of either the Stewardship & Finance Committee or the Buildings & Grounds Committee
2. The church van may NOT be rented under any circumstance(s)
3. Approval for a staff or church member to rent a car for church-related business (i.e. for sabbatical, continuing education travel, etc.) will be by the committee overseeing that event.

Loss Reports

Reports of accidents or injuries for automobiles or Worker's Compensation:

1. The approved driver of a church-owned vehicle or any person on church business shall immediately report any type of accident, property damage, or personal injury to the church secretary.
2. In a vehicular accident the following information shall be secured by the driver:
 - a. Date/Time/location (Route #'s, street intersection names)
 - b. Names/Addresses/Phone Numbers (driver and occupants) and identification of any other vehicles involved.
 - c. Names/addresses/phone numbers of any witnesses (likely in police report)
 - d. Jurisdiction of any police investigation and officer's name

- e. Photos of all vehicles involved and the accident scene
- f. Description of the accident.

Insurance - for Use of Personal Vehicles on Approved Church Business

The owner of any vehicle used in the business of the church shall assume all responsibility for liability and insurance coverage. It is recommended that a minimum of \$100,000/\$300,000 for bodily injury and \$25,000 property damage be maintained on their vehicle.

- 1. Minimum age required for operating vehicles on church business is 25 years of age