

DALTON FIRST UNITED METHODIST CHURCH TRANSPORTATION POLICY Church-Owned Vehicles

Organizations or groups sponsored by the First United Methodist Church will be permitted to use church-owned vehicles.

Drivers of church-owned vehicles must be at least 25 years old.

All drivers of church-owned vehicles must be registered with the church office as approved operators, must possess a current driver's license, and must allow the church office to copy the license for insurance purposes.

Scheduling and use will be coordinated through the Facilities/Office Manager after completing a "Vehicle Request Form". Reservations are made on a first-come, first-served basis. Log sheets are located in both vehicles and must be completed for each occasion the vehicles are used. Prior arrangements to obtain keys to the vehicles must be made. If vehicles are to be used on weekends, keys are to be obtained on Friday. If church vehicles are to be used during early morning hours, the keys should be checked out the day before.

A sign-out sheet (available in the office of the Facilities/Office Manager) must be signed by the responsible party requesting use of vehicles for his/her group. For security purposes, please keep track of keys at all times. No copies of keys for church vehicles are allowed to be made by any individual or group. A checklist sheet (filled with gas, cleaned up after trip) attached to the sign-out must be returned in to the Facilities/Office Manager within 24 hours of the trip. An inspection will be made of the vehicles following each trip. If the vehicle is not cleaned post trip, a clean-up fee of \$50 will be charged to the group. A log will be kept and reviewed by the Board of Trustees. If a particular group continually does not clean vehicles and fill the gas tanks, they will be placed on probation and eventually lose their rights to use church vehicles.

All those using the vehicles must return them with a full tank of gas. If arrival back at the church is late at night, gas may be obtained the next morning before the keys are returned to the church office.

One chaperon is required for each 13 minor children; the driver is not to be included as a chaperon. All children who are passengers on any church vehicle must have a signed medical/liability release on file, and the staff person in charge must have those original releases in his/her possession for every passenger on every trip using church vehicle transportation.

The driver is in charge of each vehicle and all passengers aboard.

The chaperons are in charge of the personal conduct of the passengers.

Everyone shall remain seated and wearing seat belts while the bus is in motion.

No smoking is permitted on church vehicles.

Groups using church owned vehicles must leave the inside clean and orderly at the conclusion of the trip.

Any accident involving church owned vehicles, no matter how minor in nature, must be reported immediately to the Facilities/Office Manager.