

CALVARY CHURCH VEHICLE POLICY

- I. Preface
- II. Introduction
- III. Intended Purpose of Calvary Church Vehicles
- IV. Vehicle Use Application and Use of Vehicles
- V. Vehicle Operation/Passenger Conduct
- VI. Transporting Passengers and Cargo
- VII. Safety
- VIII. Accidents
- IX. Mechanical Breakdown
- X. Equipment and Accessories
- XI. Vehicle Rental Procedure
- XII. Regulations Regarding Non-Calvary Use of Vehicles
- XIII. Who to Contact in Emergency

I. Preface

The ministry here at Calvary Church has grown more rapidly over the past several years than most would have anticipated possible. Our God has so greatly blessed our congregation and certainly has shown His love and grace.

Calvary Church, since its founding, has been a pillar of faith in this community, and stands today to tell others of Christ's love, both here in Grand Rapids and throughout the world.

A small, yet vital, part of the ministry here at Calvary Church is the vehicle program. The church owns, operates, and maintains vehicles to assist in the various areas of outreach. Departments within the church such as the Transportation ministry, Youth, Singles, Sunday School, and Seniors, often use the vehicles as a tool for ministry.

The Facility Services Staff has been appointed to oversee the use and care of these vehicles. We are proud to be able to serve in this capacity and look forward to working with each one of you.

To better understand how the vehicle program operates, we would encourage you to read a copy of the Calvary Church Vehicle Policy. If you have any questions, or comments, please do not hesitate to call upon us. Thank you for your cooperation and willingness to serve our Lord Jesus Christ here at Calvary Church.

Because He Reigns,

Calvary Church Facility Services Staff

II. INTRODUCTION

- A. This document is called the "Calvary Church Vehicle Policy."
- B. Document Purpose:
The purpose of this vehicle policy is to address issues concerning the use and care of vehicles owned and/or operated by Calvary Church.
- C. Scope of This Document:
Great care was taken to address the issues in every area of church vehicles; however, this policy is not necessarily completely exhaustive. It may not answer every question or address every issue to arise. If a situation arises that requires clarification of the wording of this policy or an answer that is not contained within this printed policy, one should direct the questions to the Director of Facility Services and the proper channels will be taken to acquire a correct response.
- D. Definition of Terms Used in this Document:
 - 1. Vehicles – refers to all types of vehicles owned or used by Calvary Church.
 - 2. Van or Passenger Van – refers specifically to passenger vans owned or used by Calvary Church.
 - 3. Cargo Vehicle – refers specifically to all types of cargo vehicles owned or used by Calvary Church.
 - 4. Rental – refers to rented passenger van(s), cargo vehicle(s) and/or charter passenger bus (es) which Calvary Church obtains to subsidize its own fleet when there is a need beyond what our fleet can provide.
- E. Document Review:
This policy will be reviewed annually and updated as necessary by the Facility Services Department with the input of the property Team.

III. INTENDED PURPOSE OF CALVARY CHURCH VEHICLES

- A. Church vehicles are intended for use, first, to transport people to and from Calvary worship services and, second, by church groups traveling to and from a church related event. A church event is defined as an event or function organized or sponsored and supervised by Calvary Church or its representatives that involves the participation of our congregation.
- B. Per insurance guidelines, Calvary Church's vehicles are to be used exclusively for transportation of persons in connection with church events.
- C. The insurance company also allows for an "occasional function" organized, sponsored and supervised by another church for a not-for-profit purpose that is approved by Facility Services Department See Section XII for more information and regulations regarding this type of use.

IV. VEHICLE USE APPLICATION AND USE OF VEHICLES

- A. Application Process:
 - 1. Vehicle request applications are available in the Facility Services Office.
 - 2. The ministry requesting the use of vehicle(s) must hand in a completed request form that contains all pertinent information. Forms filled out incorrectly will be sent back to originator for correction prior to processing.
 - 3. The application form for the use of church owned vehicles must be completed and submitted for approval to Facility Services (room 134) at least two weeks but no more than one year in advance to the planned event.
 - 4. Vehicles are scheduled on a first-come-first-serve basis. If a conflict occurs, Facility Services may suggest the two ministries discuss the conflict and work out a compromise. After a compromise is reached, the ministries must advise Facility Services of any changes (Note: Children Ministries' vehicle requests overrule other requests up to two weeks prior to the requested date because adults can car pool if necessary.)
 - 5. For information regarding the scheduling of rental and/or charter vehicles, please refer to Section XI "Rental Vehicles".
- B. Use Restrictions:

Church owned vehicle use is limited to a 300-mile radius of the church, unless prior approval is granted by Facility Services Department.

C. Driver Authorization

1. Driver Qualifications:

- a. All drivers of Calvary Church owned or rented, vehicles must be an approved regular driver before driving a vehicle. (Except as noted in (c) non-regular driver listed below.)
- b. A regular driver is anyone who drives or intends to drive a Calvary vehicle, owned or rented, 40 miles or more round trip or more than two times per program year.
- c. Non regular driver is anyone who drives or intends to drive a Calvary vehicle, owned or rented, less than 40 miles round trip, or two times per program year. Under special circumstances individuals may be given approval to drive at the discretion of the ministry leader and/or a Facility Service Supervisor. Non-regular drivers will be required to hand in photo copies of their drivers license and proof of personal automobile insurance, as well as being familiar with Calvary's vehicle policy.
- d. Per insurance regulations drivers of Calvary Church vehicles (owned or rented) must be at least 21 years old (18 years old for cargo vehicles) and no older than 70 years (unless annually approved by a doctor to be in good health for driving commercial vehicles).
- e. Drivers must hold a valid Vehicle Operator's license for the type of vehicle they are driving and personal auto insurance.
- f. Drivers must have no more than six points on their driving record and have had no accidents in the last 12 months for which they were responsible.

2. Driver Approval Process. Persons wishing to become a regular Calvary Church driver must complete the following steps and hand in all required information to the Facility Services office at least four 8 weeks in advance of desiring to drive a Calvary Church or rented vehicle.

a. Complete a Vehicle Ministry Application Form.

Persons wishing to be approved must hand in a completed Vehicle Ministry Application Form. (Applications available from the Facility Services office.) A photocopy of the person's driver's license and proof of insurance must be included with the application.

b. Read the Calvary Church Vehicle Policy/Sign Acceptance Form.

Persons wishing to be approved must also read this document and hand in a signed Vehicle Policy Acceptance Form signifying that he/she has read and understood the Calvary Church Vehicle Policy and agrees to abide to the policies contained within. (Form attached or available from the Facility Services office.)

3. If a driver receives a traffic citation while driving a church vehicle, he or she could be suspended from driving church owned or rented vehicles for a minimum of three months. The length of the suspension will depend on the nature of the incident and will be at the discretion of Calvary Church
4. Driving records will be monitored by the Facility Services Department and driving privileges can be suspended by Calvary Church if deemed necessary for the protection of passengers and or the church

D. Vehicle Keys:

1. Vehicle keys may be signed out, "by the driver or department," from the Facility Services office one hour prior to the date/time requested on the Calvary Vehicle Request Form. Exceptions will be made for those who will be picking up a Calvary Vehicle when Facility Services staff members are not available (i.e., early morning trips, trips on holidays). In such situations, keys may be signed out one day in advance.
2. Keys of vehicles that are returned between 7:30 a.m. and 9:00 p.m. must be returned to the Facility Services office. The keys of vehicles that are returned between 9:00pm and 7:30am must be placed in the vehicle key box located in the dumpster area adjacent to where the vehicles are parked.

V. VEHICLE OPERATION/PASSENGER CONDUCT

- A. Drivers will:
1. Ensure that everyone in the vehicle is wearing seat belts at all times.
 2. Obey all traffic laws and will be responsible for all expenses if issued a traffic citation while driving the vehicle.
 3. Ensure that all passengers ride in a safe and non-distracting manner, to ensure that the vehicle is operated in a safe manner.
 4. Be responsible for the condition of the vehicles, including vandalism by passengers.
 5. Ensure that there is no smoking in the vehicles.
 6. Return the vehicles clean and ready for the next group (broom and trash containers are provided in each vehicle); empty trash containers upon returning.
 7. Report all unsafe vehicle conditions (such as mechanical problems) to Facility Services. If a vehicle is unsafe due to mechanical or other problems, please use a "Red Flag" (see section IX Mechanical Breakdowns) to alert a possible future driver to the problem.
- B. Fuel Purchase:
1. Adult outings must replace used fuel at their own expense.
 2. Calvary Church will pay for fuel used for church endorsed activities for the Children and Youth ministries.
 3. Check oil level when refueling during and after long trips. If oil is needed, use 10W40.
- C. Other things to know:
1. Close all windows and lock doors when leaving the vehicle unoccupied, including when leaving the vehicle on Calvary Church grounds.
 2. Each van is equipped with a first aid kit and fire extinguisher, which are located near the drivers' seats.
 3. Vehicle accessories (maps, brooms, etc.) should not be removed from the vehicle.
 4. All accidents, damage, or injuries involving church owned or rented vehicles must be reported immediately to the Director of Facility Services.
 5. The following items are stored in the visor pocket of church owned vehicles: insurance certificate and registration, emergency and breakdown instructions, general operation instructions, accident report forms, maps, a "Red Flag" (see section IX) and a copy of this document.

VI. TRANSPORTING PASSENGERS AND CARGO

Church vehicles are intended for the use of transporting passengers and cargo for church endorsed functions. In an effort to ensure that this is done correctly and safely, the following guidelines must be followed.

- A. Passenger Vans:
1. Passenger vans are to be used to transport passengers and personal carry-on items only.
 2. Without prior approval of Facility Services Department transporting cargo in passenger vans, other than personal carry-on items, is prohibited. Personal carry-on items and/or other items approved by Facility Services Department must be secured to avoid shifting of the items that may cause injury to the driver and passengers or damage to the van in the event of a quick stop or accident.
 3. Passenger vans may transport 11 passengers, for a trip 70 miles or further, 15 passengers within 60 miles of the church but never more than there are available seat belts.
 4. Without prior approval from Facility Services Department passenger vans may not tow a trailer. If approval is granted to pull a trailer, passengers will not be allowed to ride in the van. The driver and helper

must be seated and seat-belted at all times when towing a trailer. Please see below for other guidelines regarding towing.

B. Cargo Vehicles:

1. General guidelines applying to all cargo vehicle usage:
 - a. Cargo vehicles are NOT to be used for transporting passengers in the cargo area of the vehicle. Violation of this policy may result in a permanent restriction from future use of Calvary Church vehicles.
 - b. All cargo being transported must be secured to avoid shifting of the cargo that may cause injury to the driver and helper or damage the vehicle in the event of a quick stop or accident.
 - c. Cargo such as flammables, explosives, or dangerous or toxic chemicals shall not be transported in vehicles.
2. Towing guidelines:
 - a. Towing with Calvary Church vehicles is not allowed unless prior approval is granted by the Director of Facility Services Department.
 - c. If approval is given the vehicle drivers are responsible for assuring that all lights, hitch, and other safety devices are in proper working order when pulling a trailer.
 - d. Passengers are prohibited from riding in a trailer that is being pulled by a Calvary Church vehicle.

VII. SAFETY

Facility Services is responsible for the upkeep, proper maintenance and safe driving condition of all Calvary Church vehicles. If a driver notices a potential problem with a vehicle, he or she should report it to Facility Services no later than the next business day so the vehicle can be repaired before its next use. If a driver returns a vehicle with a problem that would render it unsafe to be driven, he or she should mark the vehicle with a "Red Flag" (see section IX). Vehicles with a red flag SHOULD NOT BE DRIVEN.

Drivers of Calvary Church vehicles are expected to conduct themselves in a fashion that would enhance and encourage safety. The lives of many people, both in church vehicles and other vehicles and pedestrians, are directly affected by the drivers' actions. The drivers' conduct is a direct reflection of the ministry at Calvary Church.

VIII. ACCIDENTS

- A. Accident Reporting. If a church owned vehicle or rental vehicle is involved in an accident, the driver of the vehicle is responsible for:
1. Reporting to the governing police department if the vehicle is involved in a traffic accident in which there is property damage to the church owned vehicle, rental vehicle or the other vehicle(s) involved and/or when a person is injured.
 2. Obtaining a copy of the police report and submitting this report to the Director of Facility Services. All damage to church vehicles, rental vehicles, other vehicles or other property must be reported to the Director of Facility Services no later than the first business day following the accident.
 3. Filling out the Calvary Church vehicle accident report form at the accident site and submitting the completed form to Facility Services no later than the first business day following the accident.

- B. Vehicle Use After an Accident:
1. If a church owned or rented vehicle has sustained only cosmetic damage in a traffic accident, it may continue to be used to complete that traveling event, providing that doing so would not pose a health or safety hazard.
 2. If a vehicle has suffered any mechanical damage or has been damaged in such a way that it does not perform normally, it must not be operated. Call the person(s) listed on the last page for further instructions.
 3. If the driver is uncertain whether the vehicle can be driven safely, he or she is responsible for calling the person(s) listed on the last page for further instructions.
- C. Injuries. If a Calvary Church owned vehicle or rental vehicle is involved in an accident in which a passenger is injured, the driver of the vehicle is responsible for:
1. Ensuring that the injury is treated by an appropriate person:
 - a. Minor injuries can be treated by using the first aid kit provided in each church owned vehicle.
 - b. Major injuries should be treated by health care professionals.
 2. Reporting all injuries, regardless of the degree and nature of the injury, to the Director of Facility Services no later than the first business day following the injury.
- D. Vandalism. If a church owned vehicle or rental vehicle is vandalized, the driver of the vehicle is responsible for:
1. Reporting the vandalism to the appropriate law enforcement agencies and obtaining a copy of the police report.
 2. Reporting all vandalism of church owned or rental vehicles to the Director of Facility Services no later than the first business day following the vandalism.
 3. Maintaining proper conduct of the passengers riding in the vehicles and ensuring that the passengers do not vandalize the vehicles.

IX. MECHANICAL BREAKDOWNS

- A. If a MINOR mechanical breakdown occurs during use, such as a flat tire, turn signals out, horn not working, etc. and the vehicle can be safely driven, or the driver can make minor repairs to correct the problem, the vehicle can continue to be used to complete that traveling event. Upon returning the vehicle to Calvary Church, the driver should report the problem to Facility Services by no later than the first business day so the vehicle can be repaired before its next scheduled use.
- B. If a MAJOR mechanical breakdown occurs during use and that vehicle cannot be safely driven or driven without producing further damage to the vehicle, call the person(s) listed on the last page for further instructions. Do not attempt to drive the vehicle or have it repaired by a service center without first contacting the person(s) listed on the last page. Any mechanical problems or abnormal noises or performances must be reported to the Director of Facility Services as soon as possible.
- C. "Red Flag". If a vehicle is returned to the church grounds and the driver believes that the vehicle is unsafe to be driven in its current condition, he or she should mark the vehicle with a "Red Flag". A Red Flag is available in each church van's visor pocket. The driver should describe the vehicle problem on the Red Flag (such as "brakes not working properly," "windshield wipers not working," etc.) and place the Red Flag on the drivers seat. Vehicles marked with a Red Flag should not be driven until they are thoroughly checked by a qualified Calvary Church maintenance employee and the necessary repairs are made.

X. EQUIPMENT AND ACCESSORIES

Each Calvary owned vehicle is provided with various accessories and equipment necessary to operate and maintain that vehicle. The driver of church vehicles is responsible for these accessories and for ensuring that they are not removed from the vehicles. Each church owned vehicle is provided with proof of insurance and registration, an accident report form, this set of instructions, state and local maps, a first aid kit, a step stool, a fire extinguisher, an ice scraper, a broom, a trash container, and a spare tire and jack. If the vehicles incur a problem that cannot be corrected using the equipment provided, call the person(s) listed on the last page for further instructions. Any problems with the equipment or accessories must be reported to the Director of Facility Services by no later than the next business day following the equipment problem.

XI. VEHICLE RENTAL PROCEDURE

Calvary Church rents passenger vans, passenger buses and cargo vehicles to subsidize its own fleet when there is a need beyond what the fleet can provide.

A. Rental and Charter Requests:

1. All rental and charter requests are to be coordinated by the Facility Services Department.
2. Rental Vehicle Request forms are available in the Facility Services office.
3. The ministry desiring a rental or charter must hand in a completed request form that contains all pertinent information before a vendor will be contacted. (Forms filled out incorrectly will be sent back to originator for correction prior to processing.)
4. Vehicle Request Timing:
 - a. In order to insure the best chance for vehicle acquisition, as much lead-time as possible is requested. (Six months to one year is recommended.)
 - b. All requests or changes requested with more than 30 days notice will be processed by Facility Services. They will check on all possible vendors to secure the rental. Notice of vehicle request status will be communicated within three working days.
 - c. All requests or changes requested with 30 days or less notice will be handled in the following manner.
 - 1) Facility Services will call preferred vendors within two working days of request. At Facility Services discretion, if no vehicle is available, the ministry department making the request may be required to continue the search for an available vehicle.
 - 2) If a ministry department locates and secures the rental, they must send Facility Services a copy of the rental agreement, the event departure and return timing information and any building use. (Preferably within two working days notice).

B. Rental Vehicle Pickup and Return:

1. The ministry group using a rental vehicle or cargo truck is required to pick up the vehicle(s) prior to their event. (Facility Services personnel may be able to help in special circumstances, if available.)
2. When picking up rental vehicles, please see your approved copy of the rental vehicle request form for information regarding the type of insurance to accept. When securing rental vehicles, Facility Services will list the required insurance type(s) on the rental vehicle form.
3. Facility Services will return the rentals upon completion of the event. (If the event ends on a Saturday or Sunday, Facility Services will return the vehicles on Monday morning.)
4. Upon return, all trash should be removed from rental vehicles, the vehicles locked and the keys placed in the Facility Services door slot.

- C. Rental Vehicle Use:
The conduct of passengers in rental vehicles is the responsibility of Calvary Ministry event supervisors. Care should be taken to encourage a good testimony as to passenger behavior, vehicle drivers' safety, and care for rental equipment.

XII. REGULATIONS REGARDING NON-CALVARY USE OF VEHICLES

- A. Per insurance guidelines, Calvary Church's vehicles are to be used exclusively for transportation of persons in connection with church events. (A church event is classified as a function organized or sponsored and supervised by Calvary Church or its representatives that involves the participation of our congregation.)
- B. Calvary Church's insurance company also allows for an "occasional function" organized, sponsored and supervised by another church with our permission to use our vehicles for a not-for-profit use.
- C. Borrowing Organization Must Meet the Following Requirements:
1. During this type of use, the church using Calvary's vehicle(s) must provide its own insurance equal to or greater than our insurance and the user must provide Calvary Church with a certificate of that insurance.
 2. The insurance certificate must include coverage on hired and non-owned automobiles for both liability and physical damage.
 3. In the event Calvary vehicle(s) are damaged during their use, the church using the vehicle(s) agrees to provide replacement vehicle(s) for the length of time Calvary's vehicle(s) are out of service.
 4. The church using Calvary's vehicle(s) must also agree to release Calvary from any liability arising from any loss, damage or injury, both real and personal, irrespective of the cause, during their use of Calvary's vehicle(s). (See "Vehicle Application for Non-Calvary Ministries".)
- D. Each request by another organization to use Calvary Church's vehicles will be handled on a case by case basis by Facility Services Department to determine the validity of the requested use.

XIII. WHO TO CONTACT IN EMERGENCY

If you have any questions or problems with Calvary Church vehicles, contact:

First: Ken Meines (Director of Facility Services)

Church (during business hours) (616) 956-9377 x 5125

Home and answering machine (616) 457-3633

Cell Phone (616) 485-6784

Second: Kevin Troupe (Maintenance Supervisor)

Church (during business hours) (616) 956-9377 x 5112

Home (616) 895-7785

Cell Phone (616) 581-7332

Third: Melissa DeBoer (Facility Coordinator)

Church (during business hours) (616) 956-9377 x 5097

Home (616) 662-4427

*This page may be updated as required to keep information current without approval of committee.

Vehicle Policy Acceptance Form

I have read and understand all requirements set forth in the Calvary Church Vehicle Policy.

I understand that it is my responsibility to clarify all questions I may have concerning this policy BEFORE I drive a Calvary Church vehicle.

I agree to abide by all policies contained within the Calvary Church Vehicle Policy.

Name (please print) _____

Signed _____

Date _____

Office Use:

Date Received _____

By _____