

Hill Country Church Vehicle Policy

Purpose of the church vehicles

The church vehicles have been provided to help facilitate the ministries of Hill Country Church (HCC). This is the primary purpose for the vehicles. All requests for activities not sponsored by HCC need to be approved in advance by Church Administrator or Deacon of the Month.

A. Administration

1. The church office/staff will have the oversight of the church vehicles. Questions or needs not specified in this policy must be directed to the Church Administrator or his/her designee.
2. Routine maintenance on the vehicles will be performed by pre-approved church members or a professional mechanic approved by the Church Administrator.
3. Fuel costs for the vehicles will be taken out of the specific ministries budget.

B. Reservation Procedure

1. All requests to use the church vehicle must be scheduled through the church office at least one week prior to the date needed for the vehicle.
2. Requests for use of the vehicle will be honored on a first come, first serve basis.

C. Driver requirements and responsibility

1. Age requirements:
 - a. For insurance reasons only licensed drivers between the ages of 24-71 who have been approved by the church may drive the church passenger van. Exceptions may be granted for individuals over 71 who have a physician's report of driver fitness on file at the church and who have been preapproved by the church.
2. Prior to trip departure please:
 - a. Drivers must have a driving history check.
 - b. Come to the church office to secure the vehicle keys and church credit card. If trip departure time is during non-office hours, arrangements must be made with the church administrator or his/her designee to pick up these items during office hours.
 - c. Do a pre-trip inspection of the vehicle to make sure all lights, brakes, mirrors, seatbelts, etc are in order.
3. Upon returning the vehicle:
 - a. If tank is under half, fill up using the church credit card provided. Give receipt to Church Administrator.
 - b. Remove trash and belongings from the interior.
 - c. Report any maintenance needs or accident/damage to the church office via the "HCC Vehicle Maintenance & Condition Report" form attached.
 - d. Overall the vehicle is to be returned in the condition it was taken. This may involve washing and vacuuming the vehicle.
4. Drivers may not text on their cell phones while operating the church vehicles.
5. Drivers are required to obey the speed limit and traffic laws. Any violation of these laws that results in a fine will be paid by the driver, unless office staff decides otherwise.
6. In case of an emergency, contact the church administrator or one of the church deacons.
7. Please remember to treat the church vehicles with respect and be considerate of other groups, staff, etc who will be using them.

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Passenger responsibility

1. Children younger than four years of age or under three feet tall, must ride in child safety seats. Assist the driver in keeping the vehicle clean.
2. Passengers need to be under control, respectful of the driver and one another. A violation of this may result in the individual not being able to ride in the vehicle.

Approved driver's list

1. In order to drive HCC vehicles, you must be on the approved driver's list which is maintained by the Church Administrator.
2. To be on the approved driver's list you must complete a form for church passenger van driver's and include a copy of your driver's license. After securing clearance you will be informed by the Church Administrator or his designee.
3. People who have been driving the church vehicles on or before 7-1-17 will be grandfathered into the approved driver's list. See Church Administrator for current list.
4. Church staff and deacons retain the right to deny anyone from the approved driver's list based upon their best judgement.

These guidelines have been established to provide consistency in the administration of the use of church vehicles, and to avoid damage, injury, or abuse to the vehicles and its users.

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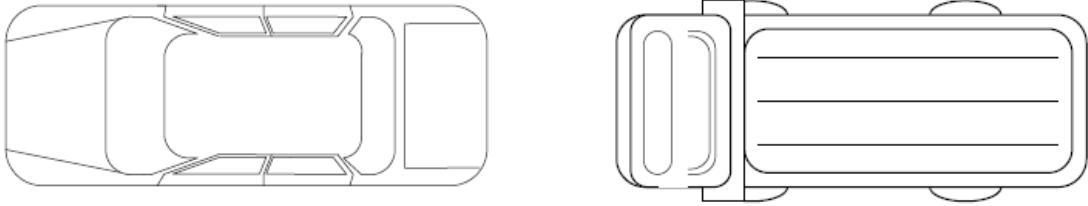
HCC Vehicle Maintenance & Condition Report

Updated 7-20-17

Trip & Date			
General Information			
Driver:		Second driver:	
Speedometer reading before trip		Speedometer reading after trip	
Vehicle registration number:		Total trip mileage	
Other:		Other:	
Servicing / Repairs (If Needed)			
Date	Speedometer reading	Brief details / cost	Name of Garage
Pre & Post Trip Checklist (Major Trips)			
Item	Checked	Comments	
No instrument panel warning lights showing			
All lights, indicators and horn operational			
Windscreen and other glass (inc mirrors) undamaged			
Wiper blades and washers serviceable			
Tire condition and tread OK			
Tire pressure OK			
Spare wheel serviceable			
Jack and tool kit available			
Roof rack and/or tow bar secure			
Engine oil and other fluid levels adequate			
Emergency equipment serviceable (e.g. first aid kit, fire extinguisher)			
Seat belts operational			
Generally clean and tidy			

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(... continued): HCC Vehicle Maintenance & Condition Report

Bodywork Condition (list details of any damage and mark position on diagram)			
			
Any other comments			
Driver's signature		Date	
Office Manager's signature		Date	