

Metropolitan Bible Church

Vehicle Use & Operation Policy

The Purpose

The purpose of this document is to define who may use the church vehicle, for what purpose the vehicle may be used and the responsibilities of the drivers.

Who May Use The Vehicle?

Qualified staff and volunteers of the Metropolitan Bible Church may use the vehicle for church or ministry business. The vehicle may not be used for personal business.

What Qualifies A Person To Operate The Vehicle?

To operate the vehicle, the driver must comply with the following guidelines:

- Be a licensed driver over the age of 25
- Complete the “Volunteer Driver Form for the MET’s Vehicle”
- Show proof of having a current driver’s license at the time of signing out the vehicle.
- Not have more than two minor traffic violations in the past three years.

Drivers Responsibilities

1. The driver is responsible for the safe and lawful operation of the vehicle.
2. The only one permitted to drive the vehicle is the person who signed out the vehicle.
3. If it is necessary to have more than one driver, each driver must sign out the vehicle.
4. The driver must obey all traffic and parking laws. If a traffic or parking ticket is issued, payment of the ticket is the responsibility of the driver who signed out the vehicle.
5. The driver and passenger will use a seat belt.
6. The vehicle may not be used off-road.
7. The driver will record mileage in the logbook, and return any unused gas cards with the logbook.
8. The driver will return the vehicle clean, refueled and ready for use.

How To Request The Vehicle

Use of the vehicle will be allowed on a first come, first serve basis. Complete the “Vehicle Request” form and fax or bring it to the office. You will be notified if there is a scheduling conflict. Use of the vehicle is administered by the Church Administrator or in her absence, the Facility Manager.

In Case of An Emergency:

Automobile Accident

If you’re involved in an automobile accident, regardless of the amount of damage, immediately call the police. If anyone in the vehicle is injured, call for an ambulance. Exchange information with the other driver and cooperate with the police, DO NOT ADMIT to doing wrong. After caring for the welfare of the passengers, contact the church office.

Mechanical Failure

Pull the vehicle well off the road, have the passenger get out of and away from the vehicle to a safe place. Call the church office for assistance. If outside of normal office hours, call the emergency office number given by the automated answering system.

I have read and understand this policy. I will comply with all the guidelines detailed here.

(Print your name)

(Date)

(Signature)

Metropolitan Bible Church Vehicle Request Form

Name of person who will operate the vehicle? _____

Has the driver read the Metropolitan Bible Church Vehicle Use & Operation Policy?

Yes____ **No**____

(If no, please review the policy and provide the Church office with a signed copy of it.)

Has the driver completed the “Driver Information Sheet?” _____

(If no, please complete the form before continuing completion of this request form.)

For which Ministry and what purpose is the vehicle being used?

Date and time for pick up of the vehicle: _____

Date and time for return of the vehicle: _____

