

Westminster Presbyterian Church Vehicle Policy

WPC is concerned that all drivers be continuously alert to the safety of their passengers and the operation of church vehicles. WPC is charged with protection the driver, passengers, and liability of the church.

Terms of the Agreement

1. Use of the WPC church van and any other vehicles owned by WPC is restricted to church sponsored activities unless approved by the church teaching elder.
2. All requests for the use of any WPC vehicles will be scheduled through the church office and will be honored on a first come first served basis. Van keys are to be picked up and returned to the church office during regular office hours.
3. The vehicles must be driven by approved drivers at all times. A list of approved drivers will be on file in the church office. Church vehicle drivers must:
 - age of 21 or older
 - hold a valid driver's license, with no serious violations on their driving record
 - complete a WPC Church Driver Application Form and be approved by WPC's
 - Our insurance provider and/or WPC may conduct a driver's records check with IDOT and/or in the state the driver holds a driver's license. If requested, a certified copy of the driver's driving record must be provided to WPC at no cost to WPC.
 - WPC reserves the right to refuse any driver based on information provided on the Drivers Application Form and/or on the information supplied by the driver's license check. These checks will be repeated at least on a yearly basis.
4. Approved drivers must report any changes in their driving record to the church office.
5. When transporting passengers under 18 years of age, drivers must read and follow all WPC policies concerning minors (anyone under 18 years of age).
6. All passengers are to remain seated while the church vehicle is in motion and all passengers must wear seat belts or for children who must be restrained in a approved child restraint systems (car seats and booster seats) for their age/weight per applicable state law. Sharing seatbelts is not allowed. No more passengers shall be transported in church vehicles that the vehicle was designed to transport and which has seatbelts for each passenger. It is the driver's responsibility to enforce this policy.

7. Drivers must drive responsibly at all times and follow all traffic regulations, including the speed limits. Drivers **MAY NOT USE CELL PHONES** (talking/texting/emails) while operating the vehicle. The only exception to this rule would be using a cell phone to call 911 for an emergency. If the driver must use their cell phone, they should find a safe place to pull over to the side of the road and turn on the emergency flashers.
8. Driver will be responsible for any traffic violations. If you do receive a violation while operating a church vehicle you must report the violation to the church office upon your return. You will be required to pay for your citation.
9. Drivers are to perform a vehicle equipment inspection each day before operating the vehicle. This includes, but is not limited to, inspecting all lights, turn/brake signals, windows, oil/fluid levels, tires/air pressure and general vehicle conditions. It will be the driver's responsibility to report any vehicle defects to the church office or cause their repair if on a trip.
10. No articles are to be throw from the vehicle. Please made sure all items being transported are secured properly, whether inside our outside of the vehicle.
11. Use of tobacco products, alcohol, drugs or any illegal items are prohibited in the vehicle.
12. If the church vehicle is involved in an accident or is damaged, the driver needs to contact the police, insurance company and church staff/elder as soon as possible. There is insurance, registration cards, and contact information located in the vehicles glove box. Please follow insurance information listed on the insurance card in reporting the accident. There will be any Emergency Equipment Bag containing a first aid kit, fire extinguisher and other emergency equipment.
13. Except for incidental use, drivers are to fill out a mileage log found in the glove box. The driver is to submit trip expense receipts as soon as possible for processing.
14. Be sure all vehicle doors are locked while in motion or unoccupied.
15. The church is responsible for the maintenance and repairs of church vehicles. If the driver does observe a vehicle defect, please report it to the church office upon your return. If on a trip, and a vehicle defect is found that affects the safe, legal operation of the vehicle, the defect is to be repaired as soon as possible. The church vehicle is to be inspected quarterly by an employee appointed by the Property Committee.
16. Safety and the well-being of the driver and passengers shall be the most important consideration in the operation of WPC vehicles.