

VEHICLE USE POLICY

To be good stewards of all the property God has entrusted to Crestview Baptist Church, the following policy has been enacted to govern the use of Crestview Baptist Church vehicles.

Process for Vehicle Request

1. Member or ministry group completes and returns a Vehicle Request Form and Driver Information Form to the church office for approval.
2. A Crestview staff member will contact you to confirm request as approved or denied within five (5) business days.
3. Once approved, vehicle keys and additional instructions may be picked up at the church office during business hours, 24 hours prior to the event. Keys should be returned to the drop box next to the church office immediately following use or the next business day if group returns after regular office hours.

Drivers of Church owned or leased vehicles:

- Anyone who will be driving a church vehicle must possess a valid driver's license and be at least 21 years of age.
- All church employees, members and/or volunteers are required to comply with the church's Child Protection Policies.
- All drivers and passengers must wear seat belts at all times. Children of appropriate age must be secured in approved car seats or approved booster seats (seats are not furnished by the church). Drivers should not transport more children than the vehicle has seatbelts. Seatbelts should always be worn while in the vehicle. No one should be doubled buckled.
- When transporting one or more children on a Crestview sponsored activity, a written permission form must be obtained from the child's parent or legal guardian.
- Use of church vehicles for personal purposes is prohibited.
- No hitchhikers shall be picked up.
- No smoking, vaping or alcoholic beverages, drugs or weapons are permitted in church owned vehicles.
- No arms, feet, or heads should be outside of the vehicle while moving. No objects should be thrown from the vehicle.
- Any group using the vehicle for a special activity is responsible for removing all trash and debris from the inside of the vehicle as well as purchasing and replacing the fuel to its original level. This shall be completed before returning the vehicle to the church.
- Traffic laws shall be observed at all times. Failure to do so may result in the revoking of the driver's privilege to drive the church's vehicles. All fines associated with driver violation is the sole responsibility of the driver.
- All cell phone or electronic communication device use while driving is prohibited. The driver should exit the road and park the vehicle before use.

(If drivers of church owned vehicles are involved in an accident while using any of these devices, the church's insurance company may cancel coverage for ALL insured vehicles.) Other emerging laws categorically referred to as distracted driving laws cover not only cell phones but navigation devices, eating, applying make-up, etc

- In case of accidents, immediately seek help for any injuries by calling 911.
 - Report the accident to law enforcement before the vehicle is moved. Make no statements of liability, fault, amount of insurance coverage, etc. at the scene of the accident.
 - Give only pertinent information to law enforcement officials and operators of other vehicles involved. (driver's license number, name, address, vehicle registration, insurance policy number, etc.)
 - Complete the Accident Report Form (located in vehicle glove box)
 - Report the accident to the church as soon as safely possible. The church office will contact the church's insurance carrier.

Personal Vehicle Use:

Anyone who uses their personal vehicle on church business should be made aware that their personal insurance is primary. The vehicle owner's insurance will be responsible, and all claims should be submitted to the owner's carrier, regardless of who is driving. Auto insurance coverage follows the vehicle.

- The church will not be responsible for deductibles incurred under the vehicle owner's insurance policy

I have read and fully understand and agree to abide by the Crestview Baptist Church Vehicle Use Policy.

Signature: _____

Date: _____

Crestview Vehicle Request Form

Date: _____ Name: _____

Ministry : _____

Person(s) responsible for Keys: _____

Destination: _____

Date(s) _____ Time _____

Name of individual(s) that will be driving _____

Please indicate which vehicle you are requesting to use (circle)...

#1 Van *

#4 (Bus)

Trailer

2 Van *

#5 (Bus)

#3 (2010 Bus)

#6 (Bus)

* Van usage is limited to Georgetown City Limits

Signature : _____

A current copy of the driver's license must be submitted with this request along with the Driver Information Form.

All new drivers are required to complete a vehicle orientation with Facilities Manager prior to use.

Requests are considered on a first come, first serve bases.

Church Use

Date Request Received _____

Circle One...

Approved Denied

Date _____

Vehicle / door keys checked out

Vehicle / door keys checked in