

Vehicle Policy and Driver Agreement

Preface

The Vehicle Policy and Agreement is an extension of the policies and procedures established by Rancho Bernardo Community Presbyterian Church. It is our intent and hope that the agreement will assist ministries in their Christian service and fellowship by making use of our vehicles a proper, pleasant, and safe experience. Please contact the Facilities Office regarding any questions or in case of emergency.

Driving Record Guidelines for Use of Church Vehicles

DRIVERS – BUS / 10 PASSENGER VANS

Vehicle Code §233, defines a vehicle as a bus when it is designed, used, or maintained for carrying more than 15 passengers, including the driver. Vehicles designed, used, or maintained for carrying more than 10 passengers, including the driver, which are used to transport persons for compensation or profit (for hire), or used by any nonprofit organization or group are also buses. Operating a bus or van under the above definition requires the driver to obtain a passenger endorsement.

In order for a driver to be approved, the following criteria must be met – Bus / 10 Passenger Vans:

- 1) Drivers for the bus or 10 passenger vans will be considered for approval by the Facilities Committee (FC) under the following conditions:
 - A. Must be at least 25 years of age
 - B. Must be licensed for at least 3 years
 - C. Must maintain a Class B license for the state of California
 - D. Submit to all Federal and State Motor Carriers, DOT and CHP regulations pertaining to passenger carrying vehicles
 - E. Have a good driving record (DMV verification check required)
 - i. No DUI or DWI
 - ii. DMV point count not to exceed FC current minimum
 1. Maximum of 1 moving violation in the last 3 years in combination with one at fault accident
 2. Maximum of 2 moving violations in the last 3 years with no at fault accidents
 3. Maximum of 2 at fault accidents in the last 3 years with no moving violations
 4. No speeding over 80 miles per hour
 - F. Must meet any and all restrictions that the church's insurance carrier specifies
 - G. Successfully complete a road test prescribed by the FC
 - H. Must be in good health

- 2) A list of approved drivers will be kept in the facilities office and furnished to the church's insurance company. Only persons on this list will be permitted to drive the vehicles.
- 3) Complete a FC approved training on 10+ passenger and bus vehicles.

DRIVERS – OTHER VEHICLES

In order for a driver to be approved, the following criteria must be met – Other Vehicles:

- 1) Drivers for vans will be considered for certification by the Facilities Committee (FC) under the following conditions:
 - A. Must be at least 25 years of age
 - B. Must be licensed for at least 3 years
 - C. Must maintain a Class C license for the state of California
 - D. Submit to all Federal and State Motor Carriers, DOT and CHP regulations pertaining to passenger carrying vehicles
 - E. Have a good driving record (DMV verification check required)
 - i. No DUI or DWI
 - ii. DMV point count not to exceed FC current minimum
 1. Maximum of 1 moving violation in the last 3 years in combination with one at fault accident
 2. Maximum of 2 moving violations in the last 3 years with no at fault accidents
 3. Maximum of 2 at fault accidents in the last 3 years with no moving violations
 4. No speeding over 80 miles per hour
 - F. Must meet any and all restrictions that the church's insurance carrier specifies
 - G. Must be in good health
- 2) A list of approved drivers will be kept in the facilities office and furnished to the church's insurance company. Only persons on this list will be permitted to drive the vehicles.

Driver Responsibilities

- 1) The driver is responsible for the safe and lawful operation of the vehicle.
- 2) The driver is personally responsible to obey all traffic and parking laws.
- 3) Citations for traffic violations are the driver's responsibility.
- 4) The law requires all passengers to wear seat belts.
- 5) Trips of more than 150 miles (one way) require a co-driver.
- 6) The driver will see that personal belongings and trash are removed after the trip, and that the vehicle is cleaned.
- 7) The Facilities Office shall be notified at least two weeks in advance of trips more than 150 miles (one way) to permit flexibility in maintenance scheduling.
- 8) Use of vehicles is restricted to Rancho Bernardo Community Presbyterian Church sponsored functions. Vehicles owned by the church are for personal use.

Reservation and Scheduling of Vehicles

Reservations and schedules for the vehicles will be handled by the Facilities Office. All ministries must submit a Vehicle Use Application. Approved reservations will be confirmed on the church’s calendar.

At least two weeks notice is required when use will be during a time when the vehicles are regularly used by other groups. Scheduling conflicts are to be resolved by the leaders of the groups involved. When the use of the vehicle will interfere with regularly scheduled use at least two weeks prior advance notice is required.

The Ministry Leader of the group activity will be responsible for securing drivers previously certified by the Facilities Office. A list of certified drivers is available from the Facilities Office. Drivers are further responsible for operating the vehicles in accordance with the policies and procedures of RBCPC Vehicle Policy.

The person permitted to drive the vehicle is the person who signed out the vehicle.

I understand and accept that it is my responsibility to read, understand, become familiar with, seek interpretation where necessary, and comply with the Vehicle Policy and Driver Agreement. Any future changes to it supersede any written or verbal policies that I may have received in the past. I further understand that Rancho Bernardo Community Presbyterian Church reserves the right to modify, supplement, rescind, or revise any requirements, or policy from time to time, with or without notice, as it deems necessary or appropriate. I authorize the church to conduct a Motor Vehicle Report (MVR) from the DMV to validate my statements. To the best of my knowledge, I meet all of the above requirements to be a driver for the Rancho Bernardo Community Presbyterian Church.

Printed Name _____

Signature _____

Date _____

Attach a copy of the Driver’s License, Personal Vehicle Insurance and Motor Vehicle Report (MVR) from the DMV.