

**Nolensville First United Methodist Church
Vehicle Usage Policy**

Request for Use of Van and Bus

- ✘ Groups within Nolensville First United Methodist Church (NFUMC) desiring to use a church vehicle must sign up with the front office. Dates of use are generally based on first come, first serve.
- ✘ Schedule conflicts will be referred to the leaders of the groups involved, who should use good faith and Christian values to resolve the scheduling conflict. If necessary, the Trustees or their designee will consult with the groups and make the final decision.
- ✘ The Board of Trustees reserves the right to reject any application for a driver or use of the van or bus.

Driver's Responsibilities

- ✘ All drivers must be on the NFUMC Approved Drivers list. Those not on the list must fill out an application and receive the Churches Driver Orientation and Check Ride.
- ✘ Driver must be at least 25 years old per guidelines from the Church's insurance carrier, Church Mutual. Church employees and spouses less than 25 years old may be allowed to drive if their driving record is acceptable to the Insurance Company and Board of Trustees. Driver must be a Professing Member or Affiliate Member of NFUMC or staff of NFUMC.
- ✘ Driver must have a valid Tennessee Driver's License and a driving record acceptable to our Insurance Company.
- ✘ Each driver is responsible for a visual check of the inside and outside of the vehicle, including tires, coolant, oil, lights, gas, etc., before the van or bus leaves on any trip.
- ✘ Driver **MUST** fill out a passenger log **AND LEAVE IT IN THE MAILBOX** of the Administrative Assistant **BEFORE** leaving the premises. Failure to do so may result in driving privileges being revoked.
- ✘ Vehicles are to be used to transport passengers; the van no more than 11 occupants or the bus no more than 15 occupants including the driver(s).
- ✘ While the driver of the vehicle is ultimately responsible for ensuring the safety of all passengers, if a parent or guardian of a child passenger, they are responsible to the driver to assist with their child while in the vehicle.
- ✘ Child restraint seats should be used in accordance with Tennessee State Law (see below for specific age guidelines). Parents are responsible for providing car safety seats for their children and installing them in the vehicle.
- ✘ NFUMC is not responsible for furnishing any type of car seat or passenger restraint system other than that installed in the vehicle by the manufacturer.
- ✘ Individuals or groups using the van or bus shall be responsible for the expense of fuel and making sure the tank is full when the vehicle is returned.
- ✘ All passengers must wear seatbelts.
- ✘ No alcohol, tobacco, or drug products are allowed.
- ✘ Drivers must abide by posted speed limits and all posted signs and laws at all times.
- ✘ Drivers are responsible for assuring cleaning, removing trash, vacuuming the interior, and washing the exterior if needed. Keys in their folders should be returned to the front office or Administrative Assistant's mailbox immediately after each use.

- ✘ Drivers must complete the Church Vehicle Trip Log sheet provided after the trip. Any mechanical problem(s) on the trip must be reported by leaving the report in Trustee's mailbox.
- ✘ Nothing should be loaded on the roof of the van or bus.
- ✘ Any towing must be approved by the Trustees beforehand.
- ✘ No use of cellular phones by drivers.
- ✘ Drivers are personally responsible for any parking or traffic citations.
- ✘ The use of sedating prescription or over-the-counter antihistamines by the drivers is prohibited.
- ✘ Failure to follow any of the above noted policies may result in driving privileges being revoked.
- ✘ Any questions may be directed to the Trustees or front office.

Other Safety Recommendations

- ✘ Require more than one driver for trips over 6 hours one way. Rotate drivers every 4 hours. Drivers are prohibited from driving more than 10 hours.
- ✘ Passengers should have emergency phone numbers.
- ✘ The bus body is a full eight (8) feet wide and with mirrors requires nine (9) feet. Driving requires caution on narrow roads and in heavy traffic.
- ✘ The height of the bus is 10' 6" and caution is required under canopies and overhead objects.
- ✘ The bus is 22' 6" long and will drag the bumper/exhaust pipe on steep driveways.
- ✘ The storage area in the rear of the bus must be checked to assure it is closed and locked.

Child Restraint Guidelines - Tennessee State Law

- A. A child under one year old, or any child weighing less than 20 pounds, must be in a child passenger restraint system (car seat) that is facing the rear of the car.
- B. Children who are one through three years old, and who weigh more than 20 pounds, must be in a child passenger restraint system that is facing forward.
- C. Children who are four through eight years old and whose height is under four feet, nine inches, must be in a belt positioning booster seat system (child booster car seat) and wearing a seatbelt. **NOTE:** These seats should be in the rear seat of the car, if the vehicle has a back seat. All child passenger restraint systems (car seats and booster seats) referenced above must meet federal motor vehicle safety standards and be used consistently with the manufacturer's and the vehicle's instructions.
- D. Children are further protected by the law, which makes the driver responsible for their protection up to the age of sixteen (16). If children under age 16 are not properly restrained, the driver may be charged and fined \$50.00 for violation of the law. If the child's parent or legal guardian is present in the car but not driving, then the parent or legal guardian is responsible for making sure that the child is properly transported and may be fined for non-compliance. If the violation is one relating to not using a car seat or booster seat for children under nine years old or whose height is less than four feet, nine inches, the punishment is greater. The driver can be charged with a Class D misdemeanor, required to attend a class on safely transporting children and required to pay possible fees and fines.

(from the *Tennessee Comprehensive Drivers License Manual*, July 1, 2009, Section B-2, page 31)

Approved by the Board of Trustees of
Nolensville First United Methodist Church on October 16, 2012