

Rules and Guidelines for the Use of Church Vehicles

1. Vehicles are made available only for the use of a ministry of CCBFC.
2. A reservation request must be approved by the Church office **prior to actual use**.
3. The driver is responsible to make sure that the vehicle is in a safe operating condition prior to actual use. Checking the air in the tires, oil level, lights, mirrors, etc., are a few normal conditions that should be checked before using a vehicle.
4. The driver must be an approved, licensed operator for the particular vehicle he/she is driving.
5. It is imperative that drivers **OBEY ALL TRAFFIC LAWS!** The driver must conduct himself/herself in a humble and courteous manner. Remember, we are serving the Lord and representing both Him and Cedar Crest Bible Fellowship Church.
6. Please record all details of the trip in the **Log Book**.
7. The passengers of the vehicle must conduct themselves in the proper manner. It is the responsibility of the coordinator to provide for supervision so that the driver will not be distracted.
8. The interior of the vehicle shall be left cleaner than when the vehicle left the church property.
9. Never block Emergency Exits.
10. All vehicles should be locked and the windows closed when not in use.
11. Report any problems with the vehicle **in writing** to the Church Office as soon as possible.
12. Transportation to any activity that begins at the Church will be understood to end at the church with all participants accounted for.
13. The leadership of the organization sponsoring the activity will provide transportation through the use of Church vehicles as primary and the leaders personal vehicles secondarily.
14. The gray van can carry 15 passengers, and the red van can carry 11 passengers.

Additional Notes for group leaders:

1. If the participants for an event do not all fit in one vehicle, then **ALL** the vehicles will travel in a caravan fashion during the trip so that they can provide assistance in the event of an emergency: if one vehicle stops, all vehicles stop.
2. Church vans can only be driven by licensed drivers between the age of 21 and 70 without special permission and the completion of insurance carrier paperwork.
3. The leader of a group will have a list of those providing transportation to or from an event and will keep that list for at least 90 days should there be any question about who provided transportation to that event.

Reminder: Seat belts must be worn by the driver and all passengers.