

St Margaret Episcopal Church

Vehicle Usage

Policy and Procedure

Policy:

1. A driver of a St Margaret provided transportation vehicle must be a member of St. Margaret and covered by the church's vehicle insurance policy
2. A non-insured driver in need of using the church provided vehicle must see the Junior or Senior Warden prior to being granted permission to use the vehicle
3. A driver has access to the vehicle while conducting church sanctioned business only
4. Operating the church vehicle while under the influence of or possessing alcohol and drugs is strictly prohibited
5. Vehicle logs will be provided and must be thoroughly completed for each trip regardless of duration, miles driven or business use reason
6. When the vehicle has been used and returned, a driver has the responsibility of notifying the church Sexton, Administrative Assistant, Junior or Senior Warden when the vehicle gas tank level is less ½ tank immediately (preferably no more than 2 hours)
7. The church Sexton has the responsibility of keeping the church vehicle supplied with gasoline
8. A driver must report any problems experienced with the vehicle to the Senior or Junior Warden within 48 hours of the return of the vehicle
9. Driver must return vehicle keys to the Junior Warden within 48 hours
10. Vehicle logs must remain in the vehicle at all times
11. All passengers must wear a seat belt
12. A driver must adhere to all state, city and federal safety and speed limits
13. A driver of the vehicle is responsible for all traffic violations incurred during the time the vehicle is under the driver's responsibility
14. A driver must report all incurred traffic violations and incidents to the Senior or Junior Warden within 24 hours
15. The vehicle must be parked in the designated vehicle parking space when not in use
16. Telephone numbers and email addresses of the church Sexton, Administrative Assistant, Junior and Senior Warden must be made available to all drives in order to successfully execute all policies and procedures

Procedure:

- Drivers must complete the vehicle log by recording beginning mileage, date, purpose, departure time and signing own name before leaving the vehicle parking space
- Driver is responsible for inspecting the vehicle and reporting any safety concerns to the Senior Warden, Junior Warden or Rector prior to departure. The inspection consists of checking gauges, tires, internal and external lights and turn signals

- Driver must verify that all passengers (including self) have fastened and maintain a fastened seat belt throughout the duration of the trip
- In the event of a traffic accident, driver must call 911, remain at the site of the accident until law enforcement officer arrives and request an accident report number from the responding officer
- Upon returning the vehicle to the church, the driver must record return time and ending mileage on the log before leaving the vehicle
- Vehicle must returned to the designated vehicle parking space
- A driver's notification of vehicle less than ½ gas tank level can be made to those one of those persons mention in #6 above via telephone, email or in person.
- Upon notification of less than ½ gas tank level, notified person must take immediate action to ensure that the Sexton has ample opportunity to return the gas level to a full tank status prior to the vehicle's next use
- If use of the vehicle is made outside of church office hours, good judgment should be exercised in the execution of the above mentioned procedures