FIRST UNITED METHODIST CHURCH OF LAKELAND, INC.
72 LAKE MORTON DRIVE
LAKELAND, FLORIDA 33801

CHURCH VEHICLE POLICIES
ADOPTED BY FUMC BOARD OF TRUSTEES
Effective May 1, 2006

GENERAL USE AND OPERATION POLICIES

The following policies apply to the use and operation of all Church-owned vehicles:

1. **Vehicle "Check out"/"Check in."** All vehicles must be "checked out" either by the person operating the vehicle or by the person in charge of the trip through the vehicle usage calendar located in the main Church. All vehicles must be returned to their designated parking areas and promptly "checked in" upon its return.

2. **Keys/Usage Log Books.** Vehicle keys and logbooks will be provided to the driver at the Church office when the vehicle is checked out. Keys and logbooks must be returned together to the Church office when the vehicle is returned. If the vehicle is returned at a time when the Church office is closed, keys and logbooks shall be returned either to the custodian on duty or to the Church office by 8:30 a.m. the following morning. All information entries in the logbook must be fully completed by the vehicle operator at or before the time the before the logbook is returned to the Church. Required information includes: Date(s) of trip; purpose of the trip; group using the vehicle; beginning (check out) and ending (check in) mileage; name(s) of vehicle operator(s); name(s) of chaperone personnel (if any); operator's signature.

3. **Only FUMC Programs.** Vehicles are to be used only for programs under the auspices of First United Methodist Church. No vehicle shall be loaned or rented to any other organization for any purpose.

4. **Legal and Other Requirements.** The operation, maintenance and usage of any Church-owned vehicle shall at all times be subject to the requirements of applicable Florida laws and to such additional rules and requirements as the Florida Annual Conference, United Methodist Church, and the Board of Trustees of First United Methodist Church of Lakeland, Inc., may, from time to time, enact.

5. **Required Operators and Chaperone Personnel; Out of State Trips.** Vehicles shall only be used and operated with the required number of operators and any required chaperone personnel. Every Church-owned bus shall be operated with at least one adult chaperone as a passenger where the bus is being used to transport persons all of whom are 17 years of age or younger. No vehicle shall be used for any trip outside of the State of Florida unless a Church Trip Form has been completed and submitted to the Church Transportation Committee and there are at least two (2) persons on the trip who have been qualified by the Church to operate the vehicle.

6. **Per Mile Charges.** Per mile charges for bus usage shall be set by the Board of Trustees from time to time. Per mile charges shall be payable to First United Methodist Church or, if appropriate, may be completed as an interdepartmental journal entry.

7. **Number of Passengers.** No Church-owned vehicle shall be operated with more than the number of passengers (including the driver and any chaperone personnel) for which the vehicle is rated.

8. **Seat Belts.** All passengers, chaperones and drivers must wear seatbelts at all times, and where the seatbelts are located, while the vehicle is being operated.

9. **Cleaning.** Church groups using any Church-owned vehicle are responsible upon return of the vehicle for cleaning the interior, including, without limitation, cleaning floors, aisles and seats, for removing and properly disposing of all trash and papers, and for removing all personal luggage and other items.

OPERATOR QUALIFICATION POLICIES

The following policies apply to the operation of all Church-owned vehicles:

1. **Valid and Current License.** No person shall operate any Church-owned vehicle unless that person holds a valid and current license permitting the person to operate that type of vehicle. If any Church-owned vehicle requires that the operator carry one or more specific endorsements to his or her license in order to legally operate that vehicle, no person shall operate that vehicle who does not have the required endorsement(s). All persons qualified to operate a Church-owned vehicle shall do so strictly within the restrictions and requirements of their license and any applicable endorsements for that vehicle.

2. **Physical Exam and Drug Screening (Buses Only).** No person shall operate any of the Church-owned buses unless he or she has first passed a physical examination and passed a drug screening test, which examination and screening shall be performed by a medical service chosen by the Church and which examination and screening shall meet all of the criteria for such examinations and screenings established by the U.S. Department of Transportation for operators of commercial motor vehicles. The Church shall bear the cost of the required physical and drug screening. All operators shall be required to pass the required physical examination and drug screening on an annual basis. All operators shall consent to a drug screening test at such additional times as the Church may in its require in its sole discretion. All operators shall, if required by the Church, submit to a drug-screening test within 12 hours of any motor vehicle crash involving personal injury or property damage. Any person who fails a physical examination or drug screening, or refuses to submit to any physical examination or drug screening requested by the Church shall be automatically disqualified from the operating any Church-owned bus.

3. **Age and Experience Qualifications.** No person under the age of 25 years or over the age of 69 years shall be permitted to operate any Church-owned bus. No person shall be permitted to operate any Church-owned bus, regardless of age, unless that person has at least five (5) consecutive years prior U.S. driving

experience. For all other Church-owned vehicles (non-buses), the minimum age shall be 21 years and the maximum age shall be 69 years with at least three (3) consecutive prior years of U.S. driving experience.

4. **Church Qualification Test.** All persons operating Church-owned buses must first take and pass a safety, equipment and operation test according to criteria established by the Church.

5. **Insurance Requirements; Driving Record.** All persons operating Church-owned vehicles must, at all times, satisfy all of the Church's insurance provider's underwriting criteria, as such criteria may be amended by the insurance provider from time to time. Copies of these criteria are available to all prospective and current operators by the Church at the Church office. Any person who does not meet these criteria for initial qualification or who, after initial qualification, no longer satisfies these criteria as a result of accidents and/or violations or crimes, shall not operate any Church-owned vehicle. The Church reserves the right to obtain a Motor Vehicle Report ("MVR") (either through the Florida Annual Conference or through the Church's insurance provider) on any prospective operator at the time of initial application and upon any qualified operator as the Church in its sole discretion deems necessary. The Church reserves the right to obtain and consider the driving record of any prospective or qualified operator for up to seven (7) years prior to the date of the MVR. MVR's shall be at the cost of the Church, the Florida Annual Conference or the insurance provider, as the case may be. The Church further reserves the right to adopt qualification criteria that may be stricter than those adopted by the Church's insurance provider.

6. **New Driver Application.** All prospective operators shall complete a new driver application. Copies of the application shall be available at the Church office.

7. **Disqualifying Incidents**.

   a. Any operator who, while operating a Church-owned vehicle, is involved in a motor vehicle crash involving personal injuries to a third party and/or to any passengers in the Church-owned vehicle and/or damage to property owned by a third party (irrespective of the dollar amount of such damage) and the operator is cited for any moving traffic violation in connection with the crash, shall be disqualified from operating any Church-owned vehicle.

   b. Any operator who, while operating a Church-owned vehicle a Church-owned vehicle, causes property damage to the vehicle or to Church property (irrespective of the dollar amount of such damage), shall be disqualified from operating a Church-owned vehicle.

   c. Any one (1) of the following violations on an MVR in the seven (7) years prior to the date of the MVR will disqualify a prospective or qualified operator:

      - Driving under the influence of chemical or controlled substances (in the 5 years prior to the date of the MVR)
      - Driving while intoxicated (in the 5 years prior to the date of the MVR)

- Refusal to submit to test for alcohol, chemical or controlled substances
- Negligent homicide arising out of the use of a motor vehicle
- Operating a motor vehicle in the commission of a felony
- Operating a motor vehicle without the owner's authority or approval
- Aggravated assault with a motor vehicle
- Permitting an unlicensed person to drive a motor vehicle
- Reckless driving
- Aggressive careless driving
- Hit and run
- Unlawful speed – more than 21 mph over the posted legal limit
- Any other provision of the State of Florida's State Uniform Traffic Control Law (Florida Statutes Ch. 316) the violation of which, in the sole discretion of the Church, warrants disqualification.

d. Any two (2) of the following violations on an MVR in the (7) seven years prior to the date of the MVR will disqualify a prospective or qualified operator:

- Unlawful speed – less than 21 mph over the posted legal limit
- Improper lane changes
- Following too closely
- Careless driving
- Load dropping or shifting
- Failure to observe a stop sign, yield sign or to obey any traffic control device or traffic signal device
- Failure to stop at a railroad crossing
- Improper passing
- Driving with a suspended or revoked license
- Any other provision of the State of Florida's State Uniform Traffic Control Law (Florida Statutes Ch. 316) the violation of which, in addition to any of the other disqualifying violations set forth in this section, and in the sole discretion of the Church, warrants disqualification.

e. Any combination of at fault crashes, two chargeable violations or two moving violations during a 12-month prior to the date of any MVR shall disqualify a prospective or qualified operator.

8. **Policy Changes.** The Board of Trustees may amend these policies from time to time as the Board of Trustees deems necessary or as changes in the law or insurance provider criteria may require. All such amendments may be made with or without prior notice; however, revised policies shall be made available to qualified operators as soon as practicable.

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