Montgomery United Methodist Church (MUMC)
Church Van Policy

Purpose

The MUMC Church Van provides needed transportation to and from church supported ministry activities. This includes, but is not limited to, children and youth programs as well for activities associated with the general running and maintenance of the church.

Authorized Drivers

- An Authorized Driver is one who is approved to support Church Ministry activities. They can be either staff or members of MUMC.
- Must be between the ages of 25 and 70, unless an exception is otherwise approved by the Board of Trustees.
- Must have a valid Texas driver license.
- Must have current Personal Liability Insurance Coverage.
- Must be approved by the Board of Trustees and name posted on the church's approved drivers list, maintained by the Church Administrator, or designee.
- Must have successfully passed the church driver training every three years of driving.
- Must have read and signed this Church Van Policy, with a copy maintained on file in the Church Office.
- Emergency exceptions can be made by the Senior Pastor, Chairman of the Board of Trustees, Church Administrator, or Pre-School Director. An example would be in the case of church property evaluation as mandated by local, state, or federal emergency services.

Scheduling

- All requests for ministry use of the Church van will be scheduled through the Church Administrator or designee. Use of the van without scheduling is a violation of church policy.
- Church van may be scheduled on a 'request first' basis; either by email, phone call, or in person, to the Church Administrator or designee.
- Only drivers who are listed on the approved drivers list will be allowed to schedule the church van.
- The Church Administrator, or designee, will maintain van schedules and be responsible for all keys and vehicle documentation.

Usage

- Only Authorized Drivers shall be permitted to use the church van for transportation needs.
- **Use of church van for personal purposes is prohibited**.
- Drivers must drive responsibly at all times and follow all traffic regulations, including the speed limit. Drivers are responsible for all traffic and parking violations they incur. Excessive traffic violations may lead to loss of authorized driver status. Drivers may not answer, talk, or text on their cell phones while van is in motion. Drivers must safely park or pull van to the side of the road to use or answer cell phones. Smoking is not allowed at any time in the church van.
- Van radio and speakers shall only play age appropriate and ministry appropriate music.
- Pets and animals of any kind are not allowed in the church van.
- No items shall be placed on the roof of van nor shall van be used to pull a trailer.
- Van must be locked, windows rolled up and lights turned off when not in use.
- ALL passengers must wear seat belts. It is the driver's responsibility to insure all passengers are aware of and adhere to this policy. There may not be more passengers in the van than the number of seatbelts.

- Children who are seven years of age and younger or under 53" in height must ride in approved child safety seats.
- Upon returning van to the church, driver is responsible for insuring all food, trash and belongings have been removed from the interior.
- Driver will complete the MUMC Vehicle Trip Report with mileage, time and date in and out, required maintenance or repairs, and name of all drivers who drove the vehicle.
- Drivers will not normally need to fuel or wash the van unless van is used for an extended trip. Drivers shall email the church administrator, or designee, of any required fueling, cleaning or maintenance needs upon returning of vehicle. MUMC will pay for fuel used for ministry purposes, budgeted by the Trustees. Driver reimbursement is available with valid receipt.
- Drivers must adhere to MUMC Safe Sanctuary Policy.

Accidents/Insurance

- If the van has been involved in a traffic accident, or is damaged in any way, in addition to following all appropriate laws, driver must report to the Senior Pastor, by phone within 30 minutes of accident.
- If the van has been involved in a traffic accident, drivers shall use the Church Insurance information provided in the van glove compartment. Church van use is covered by the Church's insurance policy for authorized drivers.
- Drivers shall use the Collision Information Sheet located in the van glove compartment to ensure all information is collected following an accident.
- Drivers shall be responsible to contact the police, obtain a police report, and submit all required reports in connection with an accident to the Church Administrator.
- All documentation associated with an accident (including a properly completed Collision Information Sheet) shall be submitted to the Church Administrator by the end of the following business day of the accident.

Approved Driver Acknowledgement

I have read, understood, and will follow these policies and procedures related to the MUMC Church Van.

Requesting Driver: _____ Date: _____

Copy of Texas Drivers License: _____

Copy of Personal Liability Insurance Policy: _____

Acknowledgement of Safe Sanctuary Policy: _____

Acknowledgement of Training: _____

Date completed: _____

Montgomery United Methodist Church

"Growing in Christ, Sharing His Love"

COLLISION INFORMATION SHEET (Obtain Copy of Police Report)

Name of MUMC Van Driver: _____

Date: _____

Date of Collision: _____ Time of Collision: ___:___ am/pm

Location of Collision: (street) _____

City/County: _____

Investigating Officer's Name: _____

Badge number: _____

DRIVER (of other car):

Name: _____

Address: _____

Phone: (home) _____ (cell) _____

Driver License #/State _____

Vehicle: Year: _____ Make/Model/Color _____

License Plate: _____ VIN _____

P.O.Box 1330
Montgomery, TX 77356
936-597-6162
www.mumctex.org

Auto Insurance Carrier: _____

Policy Number: _____

Name of Insurance Agent _____

Phone: _____

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MUMC Vehicle Trip Report

Name of Driver(s): _____

Destination/Use: _____

Date of Departure: _____ Time Out: ___:___ am/pm

Departure Odometer: _____

Date of Return: _____ Time In: ___:___ am/pm

Return Odometer: _____

TOTAL MILEAGE: _____

Was vehicle involved in any accident during trip? ____ YES ____ NO

Any maintenance repairs required for vehicle? ____ YES ____ NO

If Yes, Please note below: