

# Windcrest United Methodist Church Vehicle Use Policy

Revised by the Transportation Committee (TRANSCOM) and pending approved by the Board of Trustees 06/17

**PURPOSE:** Provide guidance for the reservation, cost, use and safe operation of the Windcrest UMC Vehicle(s).

## RESERVATION PROCEDURE

1. Complete & sign both sides of the *Vehicle Reservation and Use Form* and have the church administrative office determine vehicle availability and confirm receipt of reservation request. Event Point of Contact (POC) is responsible for providing church verified driver. If verified driver not available, Event POC must coordinate with TRANSCOM POC.
2. If transporting children or youth under 18 years of age, the Event POC is required to provide a by-name list with emergency POC name and phone number to the church administrative office prior to the date of event.
3. The church administrative office will confirm a verified driver is identified on request form.
4. The Event POC is responsible for confirming arrangements with the TRANSCOM POC 48 hours before the event to ensure vehicle is in Church parking lot and obtain vehicle key or learn where it will be for pickup.

## COST

**Windcrest UMC Use** A minimum of four passengers & driver are required to justify the use of van. The following charges will be assessed to groups within WUMC to cover routine maintenance:

- All trips will be at a cost of \$.05 per mile. Example: 35 mile round trip is  $35 \times .05 = \$1.75$  due for use of van
- The vehicle will begin with a full tank of fuel and needs to be filled upon return at the end of the event. In lieu of topping off the vehicle, a monetary donation can be made to the Church Finance office to reimburse for gas; Total miles traveled ( $\div$ ) avg MPG of 15 = # gals used ( $\times$ ) avg cost of gas per gal = minimum donation. Example:  $35 \text{ miles} \div 15 \text{ mpg} = 2.3 \text{ gals} \times \$2/\text{gal} = \$4.67$  (or \$5) donated for fuel usage
- The Event POC is responsible for all fuel used during long distance/overnight trips; plus, any additional cost involved with the use of the vehicle such as parking, tolls, driver's meals, etc., is the.
- If the event involves overnight stay, the Event POC will be responsible for the sleeping arrangements of the driver(s). The TRANSCOM will determine if a trip requires an overnight stay of driver(s) due to distance and/or time of event.

*The Event POC is responsible for finalization of payments to the Church Finance office within a week of service.*

**External Group Use** The following are normal charges for non-program and external church groups:

- A \$35 per event non-refundable deposit payable when reservation confirmed by administrative office.
- \$.15 per mile to offset the cost of wear and tear of vehicle.
- The Event POC is responsible for all fuel usage during the event. The vehicle will begin with a full tank of fuel and will be filled (topped off) upon return at the end of the event.
- Plus, any additional cost involved with the use of the vehicle such as parking, tolls, driver's meals, etc. is the Event POC responsibility.
- If the event involves overnight stay, the Event POC will be responsible for the sleeping arrangements of the driver(s). The TRANSCOM will determine if a trip requires an overnight stay of driver(s) due to distance and/or time of event.

*The Event POC is responsible for finalization of payments to the Church Finance office within a week of service.*

**NOTE:** WUMC only accepts cash, check or WUMC transfers for payment. Credit Cards are not accepted.

**SEE REVERSE SIDE**

## **CONDITION OF THE VEHICLE**

Each group using the church vehicle is responsible for removing all trash/debris and personal items. If the return time is late in the evening, the Event POC will coordinate with the driver a day/time to return to clean the bus. The driver gives unclaimed personal items to the Church office lost and found. Unclaimed items can be disposed of by the Church office if they are not claimed within 30 days.

Normal wear and tear is expected. If vehicle damage is intentional, the church may hold the offender responsible for repair costs. If trash is found inside of vehicle after use, the Event POC will be contacted to clean it within three days. If vehicle is not cleaned by then, a \$20 cleaning fee will be assessed to Event POC & paid to the Church Finance office.

## **CANCELLATION**

The Event POC is responsible for notifying the driver and church office when canceling an event. It is courteous to give at least 48 hours notice. A group's continued failure to notify of cancellations may result in the mileage fee being charged, or loss of vehicle use.

If the Primary verified vehicle driver is unable to drive, they are responsible for contacting the Event POC. This is to be done as soon as they know they cannot drive. If the Alternate verified vehicle driver is not available, the Event POC is responsible for notifying the TRANSCOM POC for scheduling a WUMC Ad Hoc driver. As this will directly affect the event, as much notice as possible must be given. In the event an event is canceled due to lack of a verified driver, any deposits made will be returned to the Event POC.

## **CAPACITY**

The van seats 14 passengers plus the driver (total of 15 pax in van). The church does not allow additional riders to stand. The Event POC is responsible for arranging carpools or other transportation needed during event. There is no cost for riders not on the Church vehicle nor is the church responsible for arranging other transportation.

## **SAFETY**

Each seat in the vehicle has a seat belt. All occupants of the vehicle will wear their seat belt anytime the vehicle is in motion. It will be the responsibility of the Event POC in the vehicle and the driver to ensure the passengers are properly belted. If there are children on board that require a child safety seat per law, they will be installed in one of the seats and the child will be properly fastened into the seat. As with the seat belts, it is the responsibility of the Event POC on board the vehicle to ensure proper installation of the child safety seat.

The vehicle driver has the right to cease operation of the vehicle if he/she determines the safety of the passengers is in danger. The driver will not use their cell phone at any time they are behind the wheel of the vehicle, even if at a stop. If phone is needed for navigation, then the co-pilot will work the phone navigation.

## **VEHICLE RESERVATION and USE FORM**

Complete the top portion of the form, sign that you agree to all Church Vehicle Use policies and provide to the church administrative office.

TRANSCOM POCs: Maureen Barnes, 210-382-0495

John Hylton, 337-396-5132

## Windcrest United Methodist Church Vehicle Reservation and Use Form

Name of Group: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Event Description: \_\_\_\_\_

Destination: \_\_\_\_\_

Event Date: \_\_\_\_\_ Estimated Qty of Passengers: \_\_\_\_\_

Church Departure Time: \_\_\_\_\_ Expected Church Return Time: \_\_\_\_\_

Estimated Roundtrip Distance: \_\_\_\_\_ miles Estimated Duration: \_\_\_\_\_ hours

Event POC: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Verified Driver: \_\_\_\_\_

Signature of Event POC: \_\_\_\_\_

*The Event POC agrees to all Vehicle Use policies & is responsible for payment of fees and the signed parental permission for children/youth*

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Date Posted to Church Calendar: \_\_\_\_\_ Initials: \_\_\_\_\_

### **To Be Completed By Driver**

Driver: \_\_\_\_\_

(Circle one) **WUMC Use** or **External Group Use** # of Pax: \_\_\_\_\_ **Driver Checklist Completed:** Y or N  
(See Reverse Side)

**Check-Out Date/Time:** \_\_\_\_\_

**Check-In Date/Time:** \_\_\_\_\_

Beginning Mileage: \_\_\_\_\_ miles

Ending Mileage: \_\_\_\_\_ miles

**Total Miles Driven** (End – Beginning): \_\_\_\_\_ miles

**Other Fees** Parking: \$ \_\_\_\_\_ Tolls: \_\_\_\_\_ Paid by Group: Y or N

Driver Expenses for Meals &/or Overnight: \$ \_\_\_\_\_

**Vehicle Topped Off/Fuel Cost:** \_\_\_\_\_

Notes: \_\_\_\_\_

### **To Be Completed By Church Finance Office**

**Check/Cash Payment:** Y or N **Vehicle Topped Off:** Y or N **Total Cost for Event:** \_\_\_\_\_

WUMC Budget Account # or Designated Fund # that costs are to be paid from: \_\_\_\_\_

Up-Front Non-Refundable Deposit (\$35), date Rcvd: \_\_\_\_\_ Initials: \_\_\_\_\_

Mileage Fee (\$.05 per mile): \_\_\_\_\_ Mileage Fee (\$.15 per mile): \_\_\_\_\_

Donated Fuel Cost Received: \_\_\_\_\_ Incidentals Cost Received: \_\_\_\_\_

Funds Received By: \_\_\_\_\_ Date: \_\_\_\_\_

SEE REVERSE SIDE

## DRIVER RESPONSIBILITY FORM

**PRE-USE** (Before taking the vehicle out of the Parking Area) **Fuel Level** (Circle): **E** | | ¼ | | | ½ | | | ¾ | | | **F**  
Check mark each item below as you complete its inspection

- |   |  |
|---|--|
| 1. Tires—physically inspect: LF _____ RF _____ RR _____ LR _____                                      |  |
| Recommended tire pressure = 50 lbs Front/75 lbs Rear ( <b>check while tires are cold/before use</b> ) |  |
| 2. Oil level _____  | 12. Tools and Jack _____               |
| 3. Coolant Level _____  | 13. Fire Extinguisher _____            |
| 4. Windshield wipers work/fluid _____   | 14. Rear emergency door lever _____    |
| 5. Lights work _____  | 15. Inspection sticker _____           |
| 6. Turn indicators work _____   | 16. Caution Triangles _____            |
| 7. Hazard Lights work _____   | 17. Insurance Card- Glove box: _____   |
| 8. Brakes work _____  | 18. Visible damage? YES _____ NO _____ |
| 9. First aid kit w/supplies _____   | If yes, please explain: _____          |
| 10. Jumper Cables _____   | _____                                  |
| 11. Vehicle clean inside _____ out _____  | _____                                  |

**POST-USE—Fuel Level** (Circle): **E** | | ¼ | | | ½ | | | ¾ | | | **F**  
Check mark each item below as you complete its inspection

- |  |                                |
|--|--------------------------------|
| 1. The vehicle is clean inside/all trash removed _____                                       | 2. The vehicle is locked _____ |
| 3. All the windows are closed _____  | 4. All lights are off _____    |
| 5. Return keys to sign-out individual or key-drop (church office [M-Th 9a-5:00pm, F9a-12pm]) |                                |
| 6. Please note the following type of information in the comment section:                     |                                |
| a. The condition of the vehicle when started   |                                |
| b. Any problems encountered  |                                |
| c. Any mechanical problems observed  |                                |
| d. How vehicle drove   |                                |

Comments on any troubles and/or damages:

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### IN CASE OF ACCIDENT:

Insurance papers are located in the glove box. Be sure the following information is part of your written report.

- Details of the accident      - The type of vehicle      - License plate number
- Insurance company name & policy number of the other driver
- The driver's license number of the other driver      - Name of the driver of the other vehicle

For **Police Report**, be sure to get: - The case number - Location of the case files (which town/ courthouse)

**NOTIFY:** Church Office: 210-654-0404 and TRANSCOM Lead: 210-382-0495

Insurance agent: Church Mutual Ins. Co. [Policy # 0829059-09-002612]  
Regional Rep: Richard Elizondo - (C) 210-844-3352  
7800 IH-10W Suite 624, SA, TX 78230  
Fax: (210) 349-7835

**In case of Mechanical Breakdown:** Call Ford Roadside Assistance – 800-241-3673 and notify both  
Church Office: 210-654-0404 and TRANSCOM Lead: 210-382-0495