

Van Policy

The Elder Board approved this policy on September 15, 1994

Oversight

A. The Administration Department will have overall oversight of the Vans and will see that insurance is provided and that needed funds are budgeted.

B. The Youth Department will develop a maintenance schedule for the Vans, to maintain the Vans according to that schedule and need, and to keep a log of maintenance records on each Van for insurance and lease requirements. All maintenance is to be performed at the dealership through which the vans were purchased, unless that is not possible. All maintenance is to be billed through the account set up at that dealership. (For insurance and lease documentation purposes). The Administration Department will see that funds needed for maintenance are budgeted.

C. The Youth Department will be responsible for the scheduling and use of the Vans and will insure that any use of the Vans is done in accordance with the policies stated below. The Youth Department will see that funds needed for gas and travel is in the budget.

D. During the selection phase of getting new vans for the church, the Youth Department, Administrative Department, and the Executive Pastor will engage in a discussion regarding roll bars, size of vans, a governor, or any other items relating to van safety and use.

Church Van Responsibilities

Purchasing

- | | | |
|----|-----------------------|---------------------------|
| 1) | Selection | Youth Department |
| 2) | Financing & Insurance | Administration Department |

Budgeting

- | | | |
|----|-------------------|---------------------------|
| 1) | Lease & Insurance | Administration Department |
| 2) | Maintenance | Youth Department |

NBC Van Usage Information

A. The Junior High and High School Departments primarily use the church vans. Other groups wanting to use the vans must get approval from the Youth Minister. You may call the Youth Administrative Assistant to check on possible dates to use the vans.

B. The vans are to be used only for church ministry purposes.

C. The Vans are not to be used for any personal trips except for commuting when the commute is in the best interest of the church. Each round trip commute will be valued at \$3.00 per commute and included on the individual's W-2 or 1099 at the end of the calendar year. Each user must maintain a record of personal commutes and turn those records in monthly to the financial office.

D. If the Vans are inadvertently used for personal trips, a record of the miles drove needs to be turned in within 10 days after the trip into the financial office. The value of the person's use will be added to the individual's W-2 or 1099.

E. All drivers of the Vans must be at least twenty-five years old, have a valid Texas driver's license, and meet the approval of the church's insurance company before they drive the Vans. Drivers are responsible to read, understand, and see that these policies are enforced while they are operating the Van. Any age exceptions must be pre-approved by Insurance Carrier and the Junior High or Youth Minister.

F. In order to drive the NBC vans, you must be a listed approved driver. The Youth Administrative Assistant can inform you as to whether or not you are an approved driver on the list and about the necessary procedures to be approved. It takes several days to be approved by our insurance carrier as a driver, so please plan ahead.

G. No more than fifteen (15) people in each van. This is a mandatory maximum number regulated by our insurance company and cannot be changed. ALWAYS use seat belts! Failure to use seatbelts or to enforce seatbelt rule will be grounds for immediate loss of driving priveledges.

H. The Youth Administrative Assistant will have an extra set of keys for each van. It will be your responsibility to obtain the keys when it is convenient for the Youth Administrative Assistant.

I. The driver is responsible for checking the Van's oil and water level at each fill-up and other times if needed during the trip. All maintenance problems or concerns are to be reported that day by the driver to the Youth Department.

J. If the Vans are to be driven out of town, the Youth Department must be notified at the time the Vans are scheduled. The Youth Department will check all fluid levels, brakes, lights, and tires before each out of town trip is taken. One Walkie Talkie or CB radio must be in each van when driven out of town.

K. The following items need to be in the vans at all times: The proof of insurance cards, NBC Van policy, warning stickers properly positioned indicating that the person sitting in the passenger seat must be awake at all times, first aid kit, battery cables.

L. Each driver must obey speed limits and traffic laws and insure that the vans are driven safely at all times. Failure to obey speed limits will be grounds for immediate loss of driving priveledges.

M. If you are using the vans for something other than an NBC youth activity, you or your minister will be responsible for the payment of gas/oil. Please fill the tanks to the point at which they were taken.

N. Vans should be returned to the church in clean condition.

O. Keep records for any van usage. Write down the number of miles, what group was using the van and whether it was for personal or ministerial use. There is a section on the NBC Van Checklist for this information.

P. Obtain the NBC Van Checklist and fill out. Upon completion, please return it with the keys to the Youth Department.

Q. Return any necessary receipts to the Youth Administrative Assistant.

R. You must have adequate experience driving the vans before taking any passengers. You will need to inform the Youth Minister or Youth Administrative Assistant of your 15-passenger van driving experience.

Van Checklist

Before Using Van

- You are an approved van driver (approved by NBC and our Insurance Carrier).
- You have read the entire NBC Van Policy.
- You are at least 25 years old.
- You have a valid Texas Drivers License.
- Checked gas gauge. Add gas if necessary.
- Checked oil. Add if necessary.
- Insurance card in van.
- First Aid kit in van.
- Battery cables in van.
- Warning stickers properly positioned in van.
- CB radio/Walkie Talkie in Van (only on out of town trips).
- Mileage at _____.

After Using Van

- Filled Van to same level as before using van.
- Returned keys to Youth Administrative Assistant.
- Cleaned Vans out of all trash.
- Insurance card in van.
- First Aid kit in van.
- Battery cables in van.
- Warning stickers properly positioned in van.
- Mileage at _____.
- Returned this NBC Van Checklist to Youth Administrative Assistant.

Maintenance problems/concerns? _____

UPON COMPLETION, PLEASE RETURN TO THE YOUTH DEPARTMENT!

Name: _____ Group: _____

Phone: _____ Email: _____

Date/Time: _____ Van #: _____

Approved Drivers