

Grace Bible Church Vehicle Use Policy and Procedures

Vehicle Use Policy

Vehicles owned by Grace Bible Church are provided exclusively for church and ministry-related purposes and may not be used for personal activities. As stewards of the resources God has entrusted to us, we are committed to maintaining and caring for these vehicles responsibly.

All vehicles must be returned in the same condition, or better, than when they were received. If your ministry event takes the fuel level to below ½ tank, the tank should be full upon return. Any damage, maintenance issues, safety concerns, or other vehicle-related problems must be reported promptly to the maintenance director, Jeff Sellers.

Before operating any Grace Bible Church vehicle, the following documents must be on file in the Anderson church office:

1. A valid driver's license
2. A signed acknowledgement of this Vehicle Use Policy and Procedures document
3. A self disclosed driving history checklist (required for frequent drivers).

“Frequent drivers” is defined by our insurance company as more than once per month or 12 times a year and MUST be added to our vehicle insurance as a primary driver.

Authorization to operate a church vehicle will not be granted until all required documentation has been submitted and approved.

Vehicle Use Procedures

Key Check-Out

Vehicle keys and Key Check-Out Log are located in the Vehicle Check-Out MAILBox (#21) at the Anderson Church Office.

The individual picking up the keys must complete the Key Check-Out Log with the required information. Some fields may be pre-populated.

Vehicle Operation

A Vehicle Use Log, found via the QR code in each vehicle, must be completed in its entirety for each trip.

Prior to departure, the driver must:

- Conduct a visual inspection of both the interior and exterior of the vehicle and list findings in the Vehicle Use Log.
- Record any observations, concerns, existing damage, warning lights, fuel level, mileage, or other relevant information on the Vehicle Use Log - found via the QR code.
- Ensure familiarity with the vehicle's operation and controls.

Additional operating requirements include:

- If navigation assistance is needed, the driver must program the destination into their phone or navigation device before departure.
- Use of a cell phone while driving is strictly prohibited, except as permitted by applicable hands-free laws.
- Drivers must comply with all traffic laws and safe driving practices.
- Drivers must ensure that all occupants are properly secured with seat belts before the vehicle is put into motion.
- Eating and drinking inside the vehicle is prohibited. Exceptions may be granted for trips exceeding six (6) hours with prior approval.
- The driver is responsible for ensuring that all trash is removed and that minor spills or messes are cleaned before the vehicle is returned. Passengers may(should) be asked to assist with these responsibilities.

Upon completion of the trip, the driver must:

- Complete the Vehicle Use Log and list ending mileage, fuel level and inspection concerns.
- Return the vehicle to the Anderson campus immediately or within 12 hours of being back in the city. Some vehicles are used daily.
- Return the key to the vehicle.

Key Check-In

If the vehicle is on site, the key needs to be as well.

1. Return key to the Key Check-Out Box* (mailbox #21)
2. Update the Key Check-Out Log with the return date*

* If returning the vehicle after office hours, place the keys in the mailbox located outside the Anderson Office doors. Church staff will update the log with the return date.

In the event of an accident or major mechanical difficulty, notify the church office or CALL (do not text) the Maintenance Director @ 979-209-9359.