

HOUGHTON WESLEYAN CHURCH VAN POLICY

(adopted May 2005 with revision June 2005)

The church van is an important tool for the ministries of the Houghton Church. The following procedures and regulations are listed to facilitate the use of the van.

I. SAFETY AND OPERATION OF VAN:

DRIVER REQUIREMENTS-

1. Only authorized drivers may operate a church van.
2. Driver must have a valid New York state motor vehicle license.
3. Drivers must be either employed by or be a member or a regular attendee of Houghton Wesleyan Church, Houghton College or Houghton Academy. Drivers who do not meet these requirements must meet Houghton Wesleyan Church screening guidelines and be approved by a designated church official.
4. In accordance with insurance carrier policy drivers must be at least 25 years of age and no older than 70. If over 65 they must present a physician's signature for a waiver.
5. Drivers must complete the Driver Information Sheet every three years and attend a van orientation session conducted by the designated member of the church staff to demonstrate familiarity with vehicle and safety protocols. Those having current approval to drive Houghton College vans through completion of the Houghton College requirements for van drivers have met the church's requirement.
6. Driver shall be rested.
 - a. Must have had a full night's rest the previous night.
 - b. Cannot drive for more than three hours at a time without a break.
 - c. Cannot drive for more than a total of ten hours without stopping for a nights rest.
 - d. If transportation occurs directly after a strenuous physical or emotional activity in excess of four hours in which the driver has been involved, cannot drive for more than two hours without taking a half-hour break-up to a maximum of six hours.
 - e. Driver cannot be taking any medication that causes drowsiness or dulls reflexes.
7. Driver shall have no medical disabilities, which would impact their ability to drive.
 - a. Cannot drive if on medication which causes drowsiness or dulls reflexes.
 - b. Impaired vision and hearing must be corrected.

DRIVER RESPONSIBILITIES

8. Drivers are responsible that all safety equipment is aboard, and visibility through all windows and mirrors is good before departing.
9. Drivers shall ensure that all passengers are properly using seat belts and child safety seats.
10. Obey all traffic regulations (including speed limits).
11. Return the van with the interior at least as clean and orderly as it was on departure, with at least ½ tank of gas or notify the office.
12. Perform pre-use inspection and fill out report forms, to be left at Church Office upon completion of van use.
13. Return keys, log books, and report forms to the Church Office.

SEATBELTS/CHILD SAFETY SEATS

14. All passengers must be properly seat belted and driver must verify this prior to departure.
15. Children must be secured properly in a child safety seat as required by New York State law.
16. Safety checklist required to be dated and initialed showing seat belts and child safety seats checked prior to operation.

TIME AND WEATHER RESTRICTIONS ON USE

17. No operation of van between the hours of 12:30 a.m. and 5:30 a.m. without the prior approval of a designated church official.
18. No operation of van during hazardous weather conditions with such determination of hazardous conditions being made by a designated church official.
19. All drivers must familiarize themselves with weather forecasts and consult a designated church official if in doubt as to weather conditions.
20. If weather conditions unexpectedly deteriorate while in transit, the driver must find a place to safely stop the vehicle and shelter the passengers until weather conditions improve so as to allow safe transit.

AUXILIARY EQUIPMENT PROVIDED BY CHURCH

21. All drivers should be equipped with a cell phone so as to call for emergency assistance.
22. The van should be equipped with an emergency kit providing emergency lights and markers as well as first aid supplies.
23. The van should be equipped with blankets and/or cold weather gear to protect the driver and passengers during the cold weather months.
24. The van should be equipped with appropriate snow and ice removal brushes and blades as well as a snow shovel during the winter season.

CONDITION AND MAINTENANCE OF VAN

25. Window washer fluid level shall be kept full and wiper blades changed on a yearly basis.
26. The tires on the van must be inspected prior to each trip and must be regularly maintained relative to wear and tire pressure.
27. A van shall not be driven if there are any known mechanical problems impacting upon the reliability or safety of the vehicle.
28. A driver shall immediately report any problems with a van upon returning the van to the church and the van shall not be used until the problem is looked into and repaired, if necessary.
29. A driver shall make sure that the van is returned in a clean and proper running order or immediately report any problems to the church office.

OPERATOR'S LOGBOOK FOR VAN

30. The van shall be equipped with a logbook containing the following:
 - a. A copy of the Church Van safety policy in final form.
 - b. A copy of the safety checklist to be dated and initialed by each driver.
 - c. A copy of a vehicle incident report for reporting any mechanical problems or concerns.
 - d. A copy of a passenger incident report for reporting any problems encountered with a passenger.
 - e. A copy of the vehicle registration and insurance card.
 - f. A list of emergency phone numbers including contact numbers for church officials.
 - g. A copy of the NHTSA "Reducing the Risk..." pamphlet.

31. Each van shall have attached to the dashboard the NHTSA “Reducing the Risk/Buckle up for Safety” half-sheet. (See church office for a copy.)

II. RESTRICTIONS ON USE:

Except as provide below, Houghton Church does not loan or rent its van to other churches, groups or individuals.

Advance scheduling through the Church Office is required for all uses. In addition, the Board of Trustees, or their designated official, must approve in advance all trips outside a 90-mile radius of Houghton. The Board of Trustees will consider requests at their regularly scheduled meeting.

The Church cooperates in the use of vehicles with Houghton Academy and Houghton College. The church will rent the van, subject to availability, to the Houghton College Admissions Office and Houghton Academy for local trips (\$.44/mile). Only College and Academy employees who otherwise meet the requirements set forth above are permitted drivers. College outreach groups may also use the van for local purposes provided an otherwise qualified faculty or staff sponsor acts as driver.

III. PRIORITY FOR VAN USE:

Priority for van use is given to regularly scheduled and budgeted ministries of the church on a first-come, first-serve basis. Priority shall be given in the following order:

1. Church ministries (Youth Group, etc.)
2. Church sponsored groups.
3. Church activities.
4. Houghton College Admissions and Houghton Academy.

Routine maintenance is scheduled around the operational schedule. However, once scheduled, maintenance takes priority over other uses.

IV. REIMBURSEMENT FOR USE:

1. No charge for Church ministry use.
2. When used by Houghton College or Houghton Academy same price as used by Houghton College (includes gas).
3. Groups from outside the church are responsible to pay insurance deductibles and any miscellaneous costs for accidents or damage during their period of use.

DRIVER INFORMATION SHEET

Attach a copy of your driver's license to this form.

Today's Date: _____

Name (as shown on license): _____

Email Address: _____ Phone #: _____

License #: _____ State: _____

Birthday: _____ (mm/dd/yy)

Please Check One:

Houghton Wesleyan Church member or attendee

Houghton College Faculty/Staff

Houghton Academy Employee

Other (Please Specify) _____

Purpose or ministry you will be driving for: _____

List any violations, for which you were ticketed, within the last 3 years (specify ie: Speeding: 45 in a 30...) Please do not include warnings:

1. _____ Date: _____

2. _____ Date: _____

3. _____ Date: _____

The above information is accurate to the best of my knowledge. I understand that the church relies upon the information provided to grant qualified driver status to me. I further understand that my state Motor Vehicle Record (MVR) may be requested and reviewed to confirm the above information. **I have read the van policy and agree to abide by these regulations.**

Signature: _____

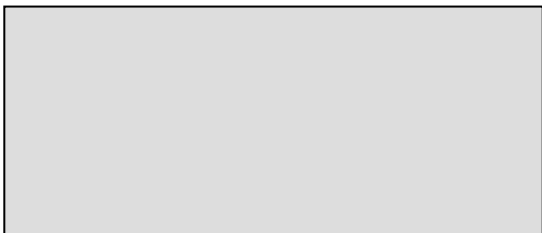
Date: _____

The above information will be kept confidential

Driver approved by _____

For Office Use Only

Place photocopy of License Here



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