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November 2007 Newsletter

Church Vehicle Use Policies- Part I

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Every church should adopt a vehicle use policy for drivers of any vehicles operated for church business or activities.

The policies should apply to vehicles owned by the church and vehicles owned by volunteer drivers. Some simple guidelines are as follows:

- 1) Require drivers to complete an application providing name, address, age, driver's license number, description of vehicle, proof of auto insurance and driving record for at least the previous five years.
- 2) The application also should include a release allowing the church to obtain a copy of the person's driving record from the state.
- 3) Designate an individual or committee at the church to review all applications and maintain a list of approved drivers.
- 4) Set a minimum and/or maximum age for drivers.
- 5) Establish procedures to follow in case of accident or injury.
- 6) Require at least two adults to be in any vehicle when children are being transported.
- 7) Maintain a separate authorized drivers list for church buses or vans if their operation requires special training or experience.
- 8) Stipulate that a driver must receive written permission to operate a vehicle for a specific trip, rather than allowing drivers to determine for themselves whether they should operate a vehicle on church business.

In our next newsletter we will provide a sample policy and driver application

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