

## Purpose

This policy was developed in order to ensure the church's obligations with respect to providing van use by different users are satisfied, the van is adequately maintained and is available when needed.

## Procedures

The church van is intended to be used primarily for groups affiliated with or authorized by the First Presbyterian Church for purposes related to the mission and ministries of the church. The church van is not available for personal use.

The Buildings & Grounds Committee is responsible for the oversight of the church van scheduling process. In order to ensure the van is available when needed, all requests for use of the van must be made in advance and will be handled through the church office. A calendar will be kept in the church office for scheduling purposes. Scheduling will be on a first come, first served basis. The van may be scheduled for recurring use, but recurring uses after six reservations, or six months, whichever is shorter, must be reviewed and approved by the Buildings & Grounds Committee.

The group using the van will be responsible for picking up the keys and EZ Pass transponder (if one is to be used) from the church office during office hours. These must be returned, along with fuel receipts, as soon as possible after the trip.

The Stewardship & Finance Committee is responsible for the review and oversight of the authorized driver list. All drivers must be at least 25 years old, in good health, and have a valid driver's license. Authorized drivers need not be members of the First Presbyterian Church congregation. Individuals authorized to drive the van must submit a request to the Stewardship & Finance Committee, including a copy their driver's license for review and acceptance by the church's insurance company (please allow for at least 10 days in advance of the use of the van for new drivers). Authorized drivers must provide a copy of their license each time the license is renewed. Authorized drivers are required to participate in a short orientation and practice driving session organized by the Stewardship & Finance Committee and to acknowledge receipt of this policy.

Use of the bus/van by First Presbyterian Church of Cranbury internal organizations have priority for reserving use of the van and without charge, however, the group reserving the van shall be responsible for fuel for the duration of the reservation. The van must be returned with a full tank of gas. While the van is provided with an "EZ Pass" toll transponder, toll charges incurred will be charged back to the operating budget of the relevant Committee reserving the van. The EZ Pass toll transponder is not available for use by any other group.

Use of the van by any organization not funded, but supported by the church (*e.g.* Scouts, CPNS) is acceptable with charge. Charges for trips within a 25 mile radius will be made at 50% of the current IRS mileage reimbursement rate (\$0.625/mile as of October 2022). The van must be returned with a full tank of gas. Trips greater than 25 miles will be made at the current IRS mileage reimbursement rate. All trips must have the prior approval of Session. Use of the van by unaffiliated organizations is not encouraged, however, such requests will be reviewed on a case-by-case basis by Session, which shall determine any incremental use fees.

The maximum passenger capacity of the van is 15 people. This capacity will not be exceeded. Seat belts must be worn at all times and car seats must be utilized for children as required by NJ state law. The van driver is responsible for the safe use of the van. All passengers must abide by the driver's instructions for maintaining order. The driver shall not initiate or receive phone calls while operating the van, including receiving or initiating text messages.

A group must have at least six persons for the van to be used, with the exception of transporting to church those otherwise unable to attend or for transporting cargo and materials to be used in a church-related mission or ministries. Use of the van for transporting cargo by outside groups is not permitted.

In the event of an accident, the driver shall be responsible for providing such information as is requested by the church's insurance carrier.

### Child, Youth and Vulnerable Adult Policy

The First Presbyterian Church "Child, Youth and Vulnerable Adult Policy" applies for all church sponsored events, including those off campus and while using the church van. Below are relevant excerpts from this policy to keep in mind. Please refer to the policy for more details.

#### i) Driving

When transporting children, youth, or vulnerable adults (other than a parent or guardian's own child, youth, or vulnerable adult) during church-sponsored programs or activities, written permission must be provided by the parent/guardian. All authorized drivers must be twenty-five (25) years or older and must be informed that if their vehicle is used, their insurance would be primary if an accident occurs.

- (1) The license plate number of the vehicle and the cellular telephone numbers of the driver and other adults shall be provided to the event organizer before departing.
- (2) No adult should be alone in a vehicle with only one child, youth, or vulnerable adult (unless they are related). Follow the "rule of three", that is one adult and two youth, or two adults and one youth.
- (3) The number of persons per vehicle should not exceed the number of seat belts in the vehicle. All occupants must use seat belts at all times.
- (4) Interim stops during any trip are discouraged but may be permitted if there are a sufficient number of chaperones available to maintain the required two-adult supervision ratio. Interim stops must be pre-authorized before each trip.
- (5) No minor may be a driver at any event or activity (this includes golf carts at events).

### Acknowledgement

I AGREE to the following as a condition of being permitted to act as a Volunteer Driver:

Insurance coverage for the use of the church van is provided by the First Presbyterian Church in the event of an accident. Such coverage is applicable only to the extent the church is legally required to pay damages.

## Church Van Driver Policy

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I will not receive or initiate phone calls while operating a vehicle for church activities, to include receiving or initiating text messages.

The church will indemnify and hold harmless the volunteer driver for liabilities and damages resulting from acts or negligence of the church.

I have received a copy of the "Church Van Driver Policy".

I hereby AFFIRM that the information I have given is stated truthfully and that I shall abide by the terms of the church's Vehicle Use Policy.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Reservation Period: \_\_\_\_\_

Expiration *(for recurring reservations)*: \_\_\_\_\_

Mileage Out: \_\_\_\_\_

Mileage on Return: \_\_\_\_\_

EZ Pass Transponder Provided: \_\_\_\_\_ Yes \_\_\_\_\_ No

Committee for charge back: \_\_\_\_\_

I have returned the van with a full tank of gas: \_\_\_\_\_ Yes \_\_\_\_\_ No