

## Van Use Policy

Usage of the Church-owned vans for any purpose shall be in compliance with church policies and procedures prescribed by the Session, the insurance carrier and shall include the following:

- The Business Administrator shall be responsible for the maintenance, scheduling and usage of the vans. In her/his absence, a person designated by the Business Administrator shall perform such functions.
- Each driver of the vans shall have a valid California driver's license, preferably be 25-70 years of age, have a clean driving record, be a safe driver, and agree to be included in the EPN, the Employer Pull Notice Program
- Requests for use of the vans shall be written into the van binder kept at the front-desk at least one week in advance of the date needed. Be sure to write down who the driver will be.
- The driver will fill out and sign the prescribed form for each van trip.
- The driver and/or shotgun are responsible to make sure every passenger puts on their seat belt whenever the van is in motion.
- At least one responsible adult, in addition to the approved driver, shall accompany each trip with a youth group.
- There should be a minimum of four persons, excluding the driver, on any out-of-town trip using the small vans and a minimum of ten persons, excluding the driver, using the large van. "Out-of-town trip" is defined as a trip outside the Greater Santa Barbara area of Santa Barbara, Goleta, Montecito and Carpinteria.
- A list of ALL participants, including the driver and shotgun, including phone numbers, shall be left at the church in advance of an out-of-town trip.
- The church vans shall be made available for use in all possible appropriate ways in the event of a community disaster such as a fire or an earthquake.
- For insurance reasons, church vans are not to be used by other groups. The one exception would be when we have agreed to provide transportation for an outside group using our facilities for a First Presbyterian Church sponsored event or purpose, using one of our church drivers.