



VEHICLE USAGE POLICY

Our Mission

To Know Jesus Christ and to Make Him Known

Approved by Board of Trustees November 11, 2025

Purpose: Church ownership and operation of vehicles are to provide safe and dependable transportation for organizations and groups within the church, to facilitate church missions, and to meet any other transportation needs the church may have.

Use: Church owned vehicles may be used by staff for pick-up of Kids Life students from school during the school year, tuition-based ministry field trips, church mission trips, deliveries of church supplies or equipment, and any other church activity which may arise, subject to approval by the maintenance department or a member of the Executive Team in advance. Church vehicles may also be used by outside groups occasionally, subject to prior approval by a member of the Executive team. Church vehicles may be taken home overnight when necessary for early morning usage or when return is late at night, provided prior notification is furnished to the church Maintenance office or to the Church Executive Assistant.

Scheduling: The vehicle use calendar is maintained in the church administrative office by the Executive Assistant. All scheduling must be arranged during office hours. Scheduling of church vehicles will be on a first come, first served basis.

Vehicle Check Out Process: Prior to using a church vehicle, vehicle keys, essential paperwork such as proof of insurance and vehicle registration, and a trip log form that must be completed shall be checked out from the Executive Assistant office. The church office will maintain a list of approved drivers for whom a Motor Vehicle Registration check has been completed.

Recurrent Usage: Certain programs may use church vehicles on a recurring basis and are not required to schedule this usage in advance of each trip or go through the vehicle check out process. Those programs are Kids Life, for picking up students from school during the school year, and for taking scheduled field trips, and the Missions Department, for scheduled Project Transformation trips.

Driver Qualifications: A Motor Vehicle Registry (MVR) check must be conducted and reviewed on anyone driving a St. James owned vehicle. Drivers must have a current valid driver's license and a clean driving record for the past three years. Drivers must have a minimum of five years driving experience.

The Church will complete MVR and cover the cost of the check, once a valid drivers' license is submitted. All information received from and MVR will remain confidential. MVR check results are to be reviewed by either the Executive Director of Finance or Executive Director of Ministries for approval based on criteria which is based on to the requirements and recommendations of the church's current insurer. Thusly, driver approval criteria is subject to change each year as the insurer of church vehicles changes. A copy of the current criteria will be kept on file in the Executive Assistant office.

A copy of each approved driver's valid driver's license must also be on file in the church office. Drivers must be members or employees of the church. All rivers must complete a church's driver training course, conducted by the Maintenance Department.

Driver Responsibilities: For the entire trip duration, the driver has sole responsibility and authority in matters pertaining to the operation, maintenance, and safety of the vehicle. The vehicle should be returned in the same condition as when checked out (i.e.: with a full tank of gas, and a clean interior). The use of cell phones is prohibited while driving a church vehicle. If the driver needs to use a cell phone, he/she must park the vehicle in a secure location, where possible, before using the cell phone. The possession or use of alcohol, firearms, or over-the-counter medication is prohibited for drivers and passengers.

Trip Supervision: It is the responsibility of the trip sponsor to secure adequate supervision of passengers while the vehicle is in use.

Vehicle Cleanliness: The vehicle occupants should remove all trash and belongings from the vehicle after it is used and sweep it clean.

Trip Records: The vehicle driver is responsible for completing the information required by the trip log form provided in the trip packet and recording mileage in the log book. The vehicle driver shall return the completed log, trip packet, and vehicle keys to the church office upon return of the vehicle.

Vehicle Problems: The driver should provide written notification of any vehicle malfunction or repairs needed under the remarks section of the Driver's Trip report form. In the event of an accident, the driver should immediately notify the relevant law enforcement agency and the church Administrative or Finance office. If repairs are necessary while on the road, the Maintenance Department must be consulted, and they shall advise as to where the vehicle should be taken. Note the repairs in the Driver's Trip Form. Vandalism and property damage to the vehicle due to misconduct or negligence is the responsibility of the individual or group involved in such an act including compensation for damages. The driver is responsible for any traffic violations while driving the vehicle.

Passenger Conduct: Smoking and consumption of alcoholic beverages and illegal drugs are prohibited. Seatbelts should be used at all times. Any person who is under six years or weighs less than 60 pounds must use the appropriate size booster seat or child safety seat. It is the parents'/guardians' responsibility to provide the correct safety seat for the child.

Cost Accounting: Mileage fees will be assessed to the relevant church program or department as appropriate, which will be determined by the Finance Department. This amount is intended to help offset the expense associated with the operation of the vehicle.

Maintenance: The church Maintenance staff is responsible for major items of vehicle upkeep and routine maintenance in accordance with the vehicle's owner's manual.

Insurance: Coverage will be maintained by the church for church-owned vehicles and passengers in church-owned vehicles, including bodily injury and property damage.