



Sewickley Presbyterian Church

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Guidelines for Vehicle Use on Church-Sanctioned Functions

Purpose

1. To ensure that passengers are transported safely.
2. To ensure that Church rental vehicles are operated by authorized drivers.
3. To ensure that private vehicles used for Church-sanctioned functions are operated by authorized drivers.

General Policy on Rental Vehicles

- Only authorized drivers may operate vehicles rented by the Church. Authorized drivers will be at least 25 years old. If there is a church employee who is under 25 and needs to rent a van for church purposes, that individual must first be pre-approved by the rental agency and then on church letterhead provide a request from the church, the reason for the rental need, name, date of birth, and drivers license number. This then needs to be submitted to the insurance agent for approval.
- Only the Business Administrator or his/her designee may contract to rent a vehicle on behalf of the Church. All rentals must be made in the name of the Church and not in the name of any individual, including Church employees. When vehicles are rented, the renter is not to accept any additional insurance options, as the church carries additional insurance for rental vehicles.
- Passengers and cargo are permitted only if traveling on approved Church business.
- No 15 passenger vans may be rented.

General Policy on Private Vehicles Used on Church-Sanctioned Functions

- Use of a private vehicle at the request of the Church for Church-sanctioned functions (including driving while at a function) commences at the designated meeting point and ends at a similarly designated location (for example, pick-up and drop-off at the Church for transportation to another site).
- In general, transportation using a private vehicle before reaching or after leaving meeting points is considered non-Church-sanctioned.
 - This includes situations in which a parent or guardian arranges a ride for his or her child by contacting another parent who happens to be supervising, facilitating or assisting with the Church sponsored event.
 - However, if an employee of the Church or a person supervising, facilitating or assisting with the Church-sanctioned functions event initiates contact by offering a ride, the driver must comply with the policy as soon as a child of another is in the car.

- The policy applies to Church employees regardless of the person who arranges the ride.
- Whenever children (5th grade and younger) are being transported by church approved drivers for Church-sanctioned functions there shall be at least two adults (21 and older) in each vehicle. One adult per vehicle shall suffice for youth (6-12th grade) provided there are at least 2 youth in each vehicle, and at the destination, at least 2 adults are present. Children must be in appropriate child safety restraints as required by law.
- No minor (under 18 years of age) may travel in a private vehicle operated by a driver under the age of 21 without written parental permission.

Authorization and Qualifications

- The Business Administrator is responsible for screening all driver applicants and maintaining a current list of authorized drivers. A valid driver's license and representation that physical and liability insurances are maintained, applying to the class of vehicle to be operated, are required of all authorized drivers.
- Each licensed driver shall represent, in addition to possession of the aforesaid, that he/she has maintained acceptable driving history for at least 3 years as a licensed driver with no more than two moving violations and has had no DUI convictions within the last five (5) years.
- A Church-sanctioned function is any event approved by the Session, a standing Committee of the Session, or a Pastor and registered with the Business Administrator.

Compliance with all laws of the Commonwealth of Pennsylvania (or state driving in)

All authorized drivers must comply with all applicable laws while operating vehicles on Church-sanctioned functions.

Responsibility for Compliance with this Policy

- The Staff liaison for the Church-sanctioned function is responsible for enforcing compliance with this policy.
- Any situational exceptions may be granted by the Senior Pastor without precedent or prejudice, prior to the sanctioned event.
- Any employee or volunteer who is driving a rented vehicle or a private vehicle for church sanctioned functions is prohibited from using a cell phone, hands on or hands off, or similar device while driving, whether the business conducted is personal or company-related. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose.

Adopted by Session August 8, 2006

Effective September 1, 2006. Updated 9/15/2009. Updated 1/21/14.