

Grace Evangelical Church

Vehicle Usage Policy

Purpose

Grace Evangelical Church has been very blessed to have the resources available to provide the various ministries with church vehicles for the purpose of enabling the church family to travel for various church-related purposes. It is the responsibility of the ministry leadership of the church to assure the vehicles are operated and maintained in the most professional manner possible, including cleaning the vehicles and submitting receipts when due.

Policy

Reservations: It is the responsibility of the ministry leadership to communicate to the Facilities Manager and reserve the vehicle, (s), as far in advance as possible.

Keys: It is the responsibility of the ministry leadership to communicate to the Facilities Manager to arrange the pickup and return of the vehicle keys. Keys are to be picked up from the Facility Manager no sooner than the day prior to the vehicle is being used and returned no later than the day after the trip is concluded.

Vehicle Credit Card: Each vehicle is assigned a church issued Exxon credit card that is provided for purchase of all vehicle-related expenditures while the vehicle is in use, including but not limited to, gasoline, oil, and antifreeze coolant. The Exxon credit card can only be used where Exxon credit cards are accepted. The credit card receipts are to be turned in to the church Accountant at the same time the key is returned to the Facility Manager.

Returning the Vehicle

Gasoline: The vehicle is to be returned with the gasoline tank no less than ½ full.

Cleaning: It is the responsibility of the ministry leadership to assure the vehicle is cleaned on the interior and returned in an appropriate condition after each usage. The cleaning must be completed no later than the immediate day after the vehicle is returned. If the vehicle has been reserved by another ministry on the immediate day after the vehicle has been returned, then the vehicle must be cleaned as soon as it is returned and before the vehicle is scheduled for the next ministry. Cleaning specifically means that all trash and personal items be removed and all spillage cleaned up. A large zip-lock bag of trash bags can be found in the glove compartment. As the vehicle arrives in the church parking lot, it is the responsibility of the

driver to give a trash bag to the passengers and ask everyone to pick up all items. Look under every seat.

Parking: When the vehicle is returned to the church, it is to be fully locked and parked at the designated parking area, which is at the northeast parking lot near the gym, alongside the church trailer.

Cargo Van Usage: These policies also fully apply to the church cargo van. In addition, the cargo van is designated for transporting church related product only. It is not to be used for storage of church related product. When the cargo van is used, it is to be unloaded immediately upon the return to the church.