

Van Use Policy
Church of the Nazarene
(March/12)

Why do we have a van?

The answer to the question, “why do we have a van” is important because it will determine what we will do with the van. The purpose for the church owning a van is to transport people in order to facilitate the ministry objectives of the church. When considering using the van, the prime question should be: how will this use of the van facilitate the ministry objectives of the church?

Who will drive the van?

The van will be used only by persons aged 25 or older, who have a clear driver’s abstract (3 year record), have submitted their driver’s abstract, have submitted a “consent to collection, use and disclosure of personal information” form to Co-operators (our insurance company), and have a class 4 drivers license. Exceptions may be considered by the church board.

Who will pay for the use of the van?

The fuel costs will be paid by the department of the church which is using it. In other words, if the van is being used for Sunday School, then the fuel will be charged as a Sunday School expense and come out of the Sunday School budget. If it is being used by the youth group, the fuel will come out of the youth group fund. If it is being used by the daycare, the daycare fund will pay for the fuel. If it is being used for general church use, it cost will be paid by the general church fund. Once the fuel is refilled, the kilometers driven by each department since the last fill-up will determine how much of the fuel fill-up will be charged to each department.

What are the driver’s responsibilities?

The driver’s responsibility is to always ensure the safe passage of passengers. This will mean several things including (but not limited to) the following:

- Inspecting the overall safety condition of the van (i.e, suitable air in the tires) – before taking any passengers. This will include the completion a safety check list before each use.
- All passengers are all wearing seat belts at all times as well as car seats or booster for children.
- That driving laws are always maintained, especially the speed limit. Any kind of moving infraction while driving the van will automatically remove that persons name from the list of drivers.
- That the driver is driving in an alert condition at all times – not fatigued.
- Ensuring that there will be at least one adult passenger if there is more than five persons in the van under the age of 13.
- Ensure that if there is only one passenger, the passenger will not be one of the opposite sex.

Additional Requirements for drivers under the age of 25.

In the event that the church board makes an extraordinary resolution to approve a driver under the age of 25, the following additional requirements must be met:

- There must always be a second adult assistant, age 21 or older, any time there is someone in the van under the age of 18. The purpose of the assistant is to deal with any passenger issues that might arise so that the driver can give his/her full and undivided attention to driving.
- The van will only be driving by an approved under 25 driver in the spring, summer, and fall, and only when the roads are free of snow or ice. If in doubt, the driver will consult with the pastor, who will always have the final say whether the van can be used by an under 25 driver on a particular day.

Closing Thoughts

Driving the church van is a privilege. You are taking responsibility for not only yourself, but for up to 14 others persons as well. 15 lives can be dramatically changed in one careless moment. As such we expect the highest degree of professionalism and maturity among our drivers. Additionally, the church does NOT have collision coverage on the van. If our driver is at fault in an accident, our insurance will not cover the repair costs to our van.

Safety Guidelines for the use of 15-Passenger Vans:

<http://www.ccmta.ca/english/pdf/CCMTA-15pGuidelines-ENG.pdf>