

Mount Auburn CHURCH

Mt. Auburn Vehicle Policy

Policy No.: 2022 – 1

Policy Area: Trustees – Asset Management

Policy Title: Vehicle Maintenance Policy for Mt. Auburn Church

Date Adopted: January 24, 2022, by resolution of the Leadership Council

1 Purpose

The purpose of this policy is to provide expectations for drivers and supervisors to operate church vehicles and ensure vehicles are in safe operating condition. Mt. Auburn is committed to maintaining vehicles in a safe and reliable condition at all times.

2 Authorized Drivers

- 2-1 Mt. Auburn vehicles shall be used only for church/daycare business and shall be operated only by authorized persons who meet the driver criteria contained in this policy and have been trained on the Pre-Trip Inspection. The driver assumes the duty of obeying all motor vehicle laws and regulations and to complete pre-trip inspections. Any defects or concerns are to be reported to supervisor (volunteers report to staff liaison) immediately.
- 2-2 Drivers must possess a current and valid driver's license to operate church vehicles and have a Motor Vehicle Report on file. Drivers must not operate church vehicles under the influence of illegal drugs, alcohol or other medications that would impair the ability to drive safely. No individuals other than an authorized drivers are permitted to operate church vehicles.—Drivers must be between the ages of 25 and 75 and have a minimum of 3 years of driving experience to operate church vehicles.

3 Driver Responsibilities

- 3-1 Drivers of church vehicles must:
 - (a) Possess a current and valid driver's license for the type of vehicle they are operating.
 - (b) Become familiar with and obey all state highway traffic rules and regulations, and vehicle safety policies and procedures – including posted speed limits.
 - (c) Be appropriately rested and alert.
 - (d) Not be under the influence of alcohol, drugs, any substance, or medication that could impair the ability to drive.
 - (e) Report any Motor Vehicle Violations (as listed under MVR below) to Supervisor (or staff liaison) immediately.
 - (f) Wear seat belts whenever a vehicle is in motion.

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- (g) Operate church vehicles in a safe and responsible manner, avoiding speeding, aggressive driving as well as harsh braking, accelerations, and cornering events.
- (h) Refrain from using tobacco products and vaping as they are not permitted.
- (i) Do not allow alcohol or controlled substances in vehicles at any time.
- (j) Report all incidents immediately (traffic violations, roadside inspections, accidents, etc.) to Supervisor (or staff liaison).
- (k) Complete Pre-Trip Inspection before operating vehicle. Any safety related defects found must be reported prior to driving.
- (l) Ensure that the number of passengers does not exceed the number of seat belts.
- (m) Use headlights, if conditions warrant such as in darkness, fog, or required by local traffic laws or regulations.
- (n) Refrain from utilizing any mobile device or phone while driving.
- (o) Make sure no emergency exits are blocked.

4 Supervisor Responsibilities

4-1 Supervisors are responsible for the following:

- (a) Ensure that all drivers have a valid drivers' license and on their persons at all times while driving.
- (b) Ensure that only authorized drivers operate church vehicles.
- (c) Ensure that unsafe vehicles are not driven until safety deficiencies, including those noted in the pre-trip inspection, have been remedied.
- (d) Equip all vehicles with the minimum following safety kit items:
 - (e) Emergency reflectors
 - (f) Fire extinguisher
 - (g) Personal first aid kit
 - (h) Window scraper

5 Maintenance

5-1 Driver Responsibility

Mt. Auburn expects drivers to complete daily Pre-Trip Inspection, identify and document defects, and report any defects or issues to their supervisor (or staff liaison) to prevent developing problems before breakdowns.

5-2 Facility Manager Responsibility

Facility Manager is directly responsible for completing all vehicle maintenance and ensuring that the custodial staff is completing weekly vehicle inspections. Facility Manager is also responsible for completing the Pre-Trip Inspection Training. All maintenance and repair work must be completed by a qualified technician.

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6 Registration

Church vehicles are required to be registered in compliance with local/state requirements. Vehicles are not to be utilized without a valid registration and shall be placed out of service until the registration is valid.

7 Motor Vehicle Report

Authorized drivers must have a completed MVR on file. MVR's are completed yearly. Unacceptable activity on a driver's MVR are as follows:

- (a) A major violation in the last 60 months (5 years).
- (b) 3 or more minor violations in the last 36 months.
- (c) 2 or more at fault accidents in the last 36 months.
- (d) 2 minor violations plus 1 at fault accident in the last 36 months.

8 Violations and Fines

Authorized drivers must obey local laws and all rules of the road within the local jurisdiction. Violations may result in the loss of use of driving privileges, and potential disciplinary action. Fines as a result of any traffic violation, either parking or moving, are the sole responsibility of the driver and will not be reimbursed.

9 DUI/Substance Abuse

Authorized drivers are not permitted to operate a church vehicle under the influence of alcohol, drugs, or controlled substances. A driver, who is charged with driving a vehicle under the influence of alcohol or drugs, will not be allowed to operate church vehicles. Violations resulting in suspension of operator's license shall be reported immediately.

Certification: Having been duly approved by the Leadership Council at its regularly scheduled meeting on January 24, 2022, the Policy Statement contained above, known as Policy No. 2022-1, is effective immediately.

Mark Rich, Chair

Melissa Truelove, Recording Secretary