

# **St. Marcelline Catholic Church Vehicle Use & Operation Policy**

## **The Purpose**

The purpose of this document is to define who may use the church vehicle, for what the vehicle may be used and how the vehicle ministries will reimburse the parish for such use.

## **Who May Use The Vehicle**

Qualified members of the parish and staff of St. Marcelline may use the vehicle for church or ministry business. The vehicle may not be used for personal business.

## **What Qualifies A Person To Operate The Vehicle**

To operate the vehicle, the driver must comply with the following guidelines:

- Be a licensed driver over the age of 25
- Complete the “Volunteer Drive Form for St. Marcelline’s Vehicle”
- Show proof of having a current driver’s license at the time of signing out the vehicle.
- Attend an annual Van Safety Class.
- Complete Virtus requirements.

## **Drivers Responsibilities**

- The driver is responsible for the safe and lawful operation of the vehicle.
- The only one permitted to drive the vehicle is the person who signed out the vehicle.
- If it may be necessary to have more than one driver, each driver must sign out the vehicle.
- Be personally responsible to obey all traffic, parking laws. Traffic or parking tickets will be the responsibility of the driver who signed out the vehicle.
- If while operating the vehicle it has less than half a tank of fuel, the driver will purchase gasoline with gas card.
- The driver will require that all passengers have seat belts and all passengers use a seat belt.
- If any of the passengers are under the age of 18, the driver must be certain that all adult passengers have completed Virtus training.
- If it is necessary to remove passenger seats to haul material for church or ministry use, the passenger seats must be reinstalled upon returning the vehicle.
- If the driver loses the key and or the key fob, the driver will have to pay \$125.00 for its replacement.
- If there is damage to the vehicle, the driver is responsible for the \$1,000.00 deductible for the insurance.

**How Ministries Will Reimburse the Parish for Use**

Each ministry or person using the vehicle will reimburse St. Marcelline \$0.585 per mile.

**How To Request The Vehicle**

Use of the vehicle will be allowed on a first come, first serve basis. Complete the "Vehicle Request" form and fax it to the office. You will be notified if there is a scheduling conflict.

**In Case of An Emergency**

Automobile Accident

If you're involved in an automobile accident, regardless of the amount of damage, immediately call the police. If anyone in the vehicle is injured, call for an ambulance. Exchange information with the other driver and cooperate with the police, DO NOT ADMIT to doing wrong. After caring for the welfare of the passengers, contact the parish office.

Mechanical Failure

Pull the vehicle well off the road, have the passengers get out of and away from the vehicle to a safe place.  
Call 1-800-CAR-CARE for Roadside assistance.

I have read and understand this policy. I will comply with all the guidelines detailed her as well as the guidelines I was taught in the Driver's Safety Class.

\_\_\_\_\_  
(Print your name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

(Effective March 1, 2008)

**St. Marcelline Catholic Church  
Vehicle Request Form**

**Who will be driving the vehicle?** \_\_\_\_\_

**Has the driver read the St. Marcelline Catholic Church Vehicle Use & Operation Policy? Yes** \_\_\_\_ **No** \_\_\_\_

(If the answer is no, the driver must review the policy and provide the office with a signed copy of it.)

**Has the driver completed the “Driver Information Sheet?”** \_\_\_\_\_

(If the answer is no, the form must be completed prior to fulfilling this request.)

**What Ministry is the driver requesting the vehicle for?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**What date and time will pick up the vehicle?** \_\_\_\_\_

**What date and time will you return the vehicle.** \_\_\_\_\_

**St. Marcelline Catholic Church  
Driver Information Sheet  
For St. Marcelline's Vehicle**

**Driver Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Birth date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Driver License Number: \_\_\_\_\_

Have you had a background check completed by St. Marcelline? \_\_\_\_\_

Have you taken Virtus Training? \_\_\_\_\_

**Certification**

I certify that the information given on this form is true and correct. I understand that to be a volunteer driver I must be 25 years or age or older, hold a valid drivers license, have the required insurance coverage and comply with all the requirements as defined in the **St. Marcelline Vehicle Use & Operation Policy.**

\_\_\_\_\_  
Signature of the Adult Volunteer Driver

\_\_\_\_\_  
Date

(Effective March 1, 2008)