

Trailer

- ❖ The Trailer should remain available for PUMC activities and Ministries. The trailer is not available for personal use.
- ❖ Parties using the trailer will be responsible for maintaining the trailer in an appropriate manner to prevent any damage to any part of the trailer or property. Any damage should be reported to the church office and/or Board of Trustees.

Fueling

- ❖ **Vehicles are not to be left with less than half full of fuel following any trip!**
- ❖ When fueling vehicles, PLEASE be sure to check the oil and do a "walk-around" visual inspection of the vehicles. Add oil if needed. Report any problems found to the Trustees.
- ❖ **Out-of-pocket expenses** such as fuel, oil or maintenance will be subtracted from the payment due. Expenses exceeding payment due will be reimbursed. *Fuel purchased with the church charge account is expected to be reimbursed by the party using vehicles.*

The PUMC Church Council, Board of Trustees and Sr. Pastor reserves the right to make exceptions to these policies and fees as circumstances arise.

Plainfield United Methodist Church Transportation Use Policy



Plainfield United Methodist Church, Inc.

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Plainfield, IN 46168
Phone: 317-839-2319
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It is the intent of PUMC to encourage the use of the vehicles in a manner that brings glory to God and supports the *Discipline* of the United Methodist Church.

You are among a very large group of people who share in the use of our vehicles and trailer. We are pleased to be able to share our vehicles for your use and want to continue sharing these vehicles. We ask that the following guidelines for groups and events be observed.

Purpose

- ❖ PUMC vehicles include the vans, bus and trailer.
- ❖ **The primary use of the vehicles is for PUMC Youth, Children's and Encore ministries.**
 - ❖ The Kids Connection program has reserved use of the vans on school days from morning to 4:00pm.
- ❖ Other PUMC groups may be accommodated if the vehicles are available.
- ❖ **Use by non-PUMC groups is allowed with specific permission of the Board of Trustees or Church Council only.**
- ❖ PUMC vehicles are not available for personal use.

Driver

- ❖ All Drivers must be at least 21 years of age and have a valid Operator Driver License (or equivalent) on file with the church office.
- ❖ The Driver must wear seat belt and instruct all passengers to wear a seat belt!!
- ❖ Observe posted speed limits and other applicable laws. Each Driver is responsible for his/her citations.
- ❖ **The Driver is to complete the Vehicle Log or Transportation Use form associated with this policy after each trip, and return the form to the office along with the keys and payment if applicable.**
- ❖ The Driver or group representative will sign up in advance at the office and obtain keys from the church secretary. The first section of the form associated with this policy will be filled out and signed prior to receiving the keys.
- ❖ The Driver will view the video *The Road to Safer Transportation* prior to first usage. The church office can arrange for this viewing.

General Guidelines

(Apply to all vehicle usage, unless other arrangements have been approved)

- The use of PUMC vehicles is limited to PUMC ministries, PUMC groups and sponsored groups.
- ❖ Vehicles must be reserved by contacting the church office to determine vehicle availability.
 - ❖ Vehicles are not to be used for round trips exceeding 400 miles without prior approval of the Board of Trustees.
 - ❖ Smoking and alcoholic beverages are NOT permitted in vehicles.
 - ❖ **Each group is responsible for returning the vehicle to the same condition (or better) as found. **Trash and debris must be removed and the vehicle broom swept if needed when the vehicle is returned.****
 - ❖ The Board of Trustees is responsible for maintenance of the vehicles. However, when in use:
 - ❖ The driver (or group representative) is responsible for determining what maintenance is appropriate for the safe continuation of the trip.
 - ❖ The driver (or group representative) is authorized to spend up to \$500 for necessary repairs and will be reimbursed for out-of-pocket expenses.
 - ❖ If greater expenditures are required, contact the Chairman of Trustees, Facilities Manager or Church Office for instructions. (contact information is provided in each vehicle)
 - ❖ The Minister of Youth Activities is authorized to act on behalf of the Trustees with regard to vehicle repairs while travelling.
 - ❖ Backing of vehicles is discouraged. Parking to avoid backing is recommended. If backing is necessary, the driver should have someone watch for him/her.