

## URC Vehicle Policy

### I. URC owned Vehicle Use

- A. All URC owned vehicles are for ministry purposes and are not available for personal use
- B. All requests for the use of URC owned vehicles are to be made to the Facilities Manager
- C. The Facilities Manager will facilitate and determine all URC vehicle requests
- D. At no time may be a URC owned vehicle be operated by anyone other than an individual on the Vehicle Driver's List (as detailed below).

### II. Drivers

- A. All drivers of URC owned vehicles must be approved by the Facilities Manager.
  1. All potential drivers must fill out a Vehicle Driver Application form.
  2. The Facilities Manager is responsible for reviewing every application and either approving or declining permission to be added to the Vehicle Drivers' List.
- B. Drivers must be of age and meet all safety requirements.
  1. Drivers must be over the age of 20 and under the age of 70 to be approved.
  2. Drivers with more than 5 points on their license or an at fault accident in the past three years will be prohibited from driving URC owned vehicles.
  3. All approved drivers are required to notify the Facilities Manager of any changes to their driving record upon their occurrence.
- C. Drivers must maintain safety at all time while driving a URC vehicle
- D. Drivers are required to return the URC vehicle completely clean and refueled (unless preapproved not to do so by the Facilities Manager).
  1. The inside must be clean.
  2. The windshield must be clean.
  3. The gas tank must be returned to full if the vehicle was used for any out town trip.

### III. Tickets and Accidents

- A. Tickets
  1. Any fines incurred as a result of driving a URC owned vehicle will be the responsibility of the driver to pay without reimbursement from URC.
  2. Any parking violation fine incurred as a result of parking a URC owned vehicle will be the responsibility of the driver to pay without reimbursement from URC.
  3. Any vehicle defect citation issued to a driver for a URC owned vehicle should be forwarded to the Facilities Manager for payment.
- B. Accidents or Damage to the Vehicle
  1. Any damage to a URC vehicle must be reported immediately to the Facilities Manager.
  2. If the accident involves another vehicle or personal property of another individual, the police should be contacted.
  3. Drivers are expected to cooperate fully with authorities called to the scene of an accident.

IV. Vehicle Driver's List

A. Every driver approved by the Facilities Manager upon their submission of a Driver Application form shall be added to the Vehicle Drivers' List.

B. The Facilities Manager will maintain the Vehicles' Driver List and keep it updated.

C. The Facilities Manager is responsible for making sure that any individual added to the Vehicles' Driver List is added to the insurance policy as a possible driver of the vehicles.

D. The Facilities Manager will remove drivers from the Vehicles' Driver list and the insurance policy at their request, if the individual is no longer needed on the list, or an individual's driving record has changed resulting in their disqualification from driving URC owned vehicles.