

Church Vehicle Use Policy

A. All Church Vehicles are for use by this congregation and this congregation's auxiliary groups.

1. No group/individual may use a church vehicle other than those associated with Hillside Christian Church. (This is an insurance and liability issue.)
 - a. All drivers must be at least 21 years of age and have a good driving record.
 - b. A copy of each drivers valid Driver's License must be kept on file in the Church Office BEFORE they drive any vehicle.
 - c. Drivers must be "associated" with Hillside Christian Church.
2. The Church Office shall be responsible for scheduling the use of all vehicles and also to keep a record of all maintenance.
3. The Property Committee shall have responsibility of maintaining all vehicles and the Trustees shall have responsibility of keeping all vehicles properly insured.

B. Use of said vehicles.

1. All groups using a vehicle will return said vehicle to the church clean and with a full tank of gas.
2. No vehicle will be permitted to go out of state without the permission of the Church Office.
3. Due to the cost of vehicle use and replacement cost of each vehicle the following policy will be adhered too:
 - a. The van will be used only when there are at least five (5) passengers.
 - 1) Groups smaller than five (5) will be expected to use their own cars.
 - 2) The van will accommodate up to 15 passengers.
 - 3) For groups traveling with luggage for overnight trips the maximum number will be 12.
 - b. The mini bus will be used only when there are at least fourteen passengers.
 - 1) Groups smaller than 14 will be expected to use the van.
 - 2) The mini bus will accommodate up to 23 passengers.
 - 3) For groups traveling with luggage for overnight trips, the mini bus may be used for groups of twelve or more.
4. On Sunday mornings it will generally be the van that is used to transport congregants to worship.

- 1 a. When the Sunday driver has a congregant that has special
- 2 needs (handicapped) and feels it is safer to take the mini
- 3 bus because of access, this is permitted.