

	Zion Lutheran Church Vehicle Policy and Procedure Guide	SOP # 15	
		Revision #	
		Implementation Date	9/11/23
Page # 1	1 of 8	Last Reviewed/Update Date	8/21/2023
SOP Owner	Pastor(s)/Property Committee	Approval	9/11/23

Standard Operating Procedure

1. Purpose

This SOP is intended to give unambiguous instructions to ensure the safe operation of the Church vehicle(s) and the safety of those traveling in the vehicle(s).

2. Scope

This SOP is relevant to all activities of Zion Lutheran Church and outside activities authorized by the Church Council who use the Church vehicle(s) in the conduct of their particular ministry.

3. Responsibilities

See Appendix A

4. General Information

The Church vehicle(s) will be available primarily for use by a Zion Church Ministry or Committee/Ministry Team. There will be no personal use of the Church vehicle(s). Exceptions may be authorized only when permission is granted by the Church Council Executive Committee and a Memorandum of Agreement is signed with outside organizations. Vehicle usage will be in accordance with Zion's auto insurance policy.

When passengers are under the age of 18, adult supervision shall be provided as per Zion policy and procedures established for adults in ministry with children and youth. Having both male and female adult supervisors (including the driver) should be the norm. However, in exceptional cases, a single adult driver (male or female) may operate the vehicle to transport children and youth as long as a dash camera recording both interior and road is employed.

There will be no wraps, banners, appliques, magnetic signs etc. applied to the vehicle's painted surfaces with the exception of the current Zion Lutheran Church sign.

Appliques allowing see thru from the inside on the Glass windows behind the Drivers and passengers windows are acceptable.

A review of this SOP will be conducted once a year by the SOP owner(s)

DRIVERS REQUIREMENTS:

- Be a member of Zion or authorized by the Church Council Executive Committee.
- Have a valid driver's license.
- Be at least 21 years of age.

5. Procedures

Appendix A – Responsibilities

Appendix B – Driver's Journey Log and Check List

Appendix C – Vehicle Condition Report

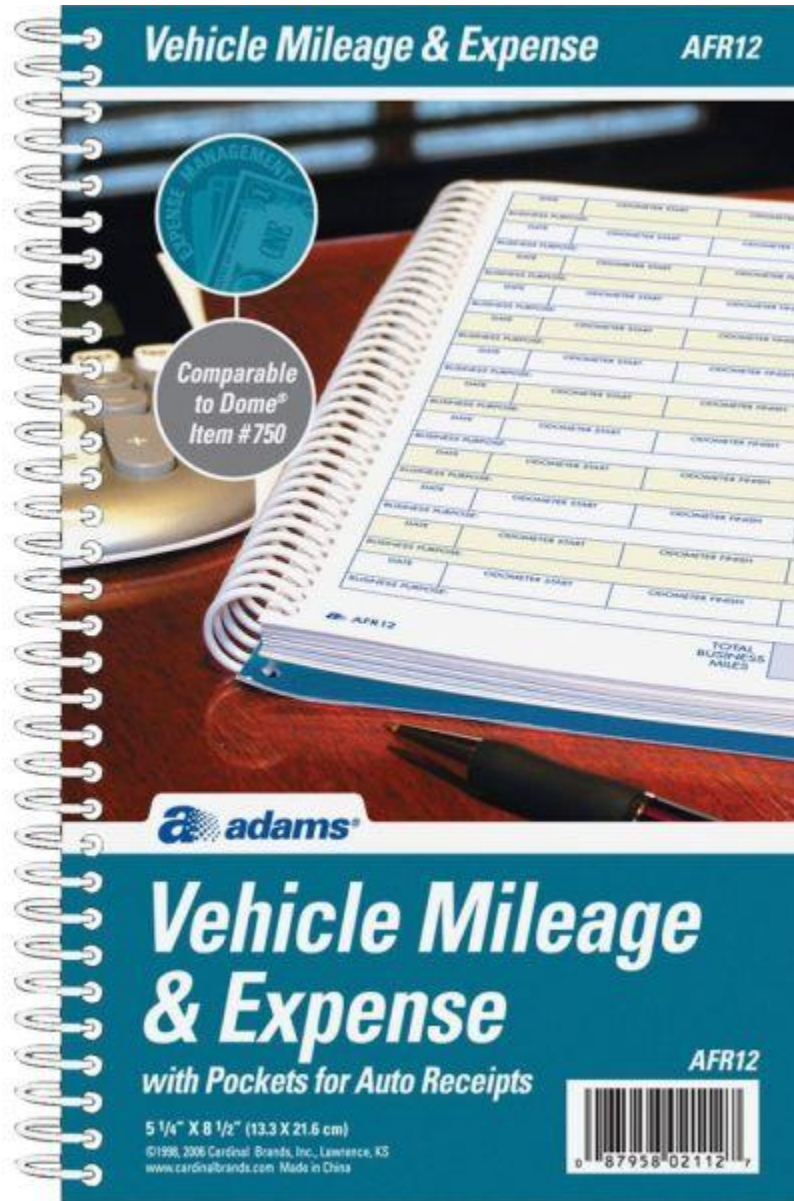
6. Definitions

- 1) SOP – Standard Operating Procedure
- 2) Vehicle Condition Report – A report that informs the Property Committee that something was observed that requires attention. From a simple scratch to a knocking engine, recording observable data regarding a vehicle's condition helps the driver acknowledge problems in the vehicle that occurred before the vehicle's use. The report helps the Committee know when a vehicle requires maintenance or repair.

Appendix A – Responsibilities

- a. Pastors/Administrator
 - Conduct a background Check of all drivers if carrying passengers. Drivers who are not members of Zion will be required to pay for their own background check. The purpose of the background check is to insure that drivers have:
 - no reckless driving record or
 - no more than 2 moving violations in the past 5 years.
 - Schedule and monitor vehicle usage. (See facility and equipment use form)
 - Retain **Vehicle Mileage and Expense** logbooks and make available to the Property committee upon request.
 - Security of vehicle(s) when not in use.
 - Review the Condition Reports and report all vehicle damage to the insurance company (if a claim is to be submitted) and Property Committee for appropriate action.
 - Schedule routine maintenance services (<\$500.00) in accordance with vehicle service manual.
 - Maintain copies of all driver's licenses.
- b. Drivers
 - *Pick up keys and sign out the vehicle from the church office staff immediately prior to use. (Other arrangements can be made with the office if needed)*
 - Complete the *Vehicle Mileage and Expense* Logbook (Appendix B) and return it to the Office staff upon completion of trip.
 - Complete the 'condition report' (Appendix C) and return to the church office when returning the vehicle's keys and logbook.
 - Any mechanical issues or damage should be noted on the condition report.
 - Clean vehicle and fill the gas tank (Maximum of ½ full) upon return of the vehicle.
 - **The member of Zion Lutheran Church** will fill out a requisition form for reimbursement for the gas or
 - request use of the Church credit card when purchasing gas.
 - Ensure all passengers are secured by seat belts.
 - If pulling a trailer behind the vehicle, all lights and safety equipment must be in working order.
 - When accidents occur call 911, contact pastor(s)/Administrator and follow emergency instructions found on the back of the Maryland Insurance Identification Card retained in the vehicle glove compartment.
- c. Property Committee
 - Review Condition reports and take appropriate action.
 - Review and approve all repairs and service work.
 - Schedule all major mechanical repairs and body damage (>\$500.00).

Appendix B – Vehicle Mileage and Expense Logbook



Appendix C - Vehicle Condition Report

A vehicle condition report is somewhat evident; however, what nuances exist within this seemingly blatant self-describing term. Obviously, we know that a vehicle condition report is a documentation of observations regarding the visual and operational conditions.

A vehicle condition report is much more than a mere document of observations made regarding a vehicle. The report is also a means to communicate issues with a vehicle.

The concept is not to complete a Vehicle Condition Report and then throw away the document. It is a means for you to communicate that something was observed that requires attention. From a simple scratch to a knocking engine, recording observable data regarding a vehicle's condition helps the driver acknowledge problems in the vehicle that occurred before the vehicle's use. Similarly, the report helps the Property Committee to know when a vehicle requires maintenance or repair.

The Property Committee will use the Vehicle Condition Report to track their vehicles maintenance requirements.

A Vehicle Condition Report is also a means for drivers to document their safety regulation compliance. The VC Report shows the Driver completed the review.

Similarly, the inspection document also acts as a means for the Property Committee to document their strict adherence to the administrative regulations.

The vehicle condition report should not include personal comments/opinions regarding vehicle conditions (unless clarification is needed). Nor should it include disclaimers that attempt to justify observations about vehicle conditions; the vehicle condition report serves as documentation only.

Vehicle Condition Report

The following vehicle checks are to be undertaken prior to use of the vehicle.

Date of Check: _____ Drivers Name: _____
 Committee or Ministry _____

Mark each item as: Satisfactory Defective/Missing N/A Not Applicable

Fluids		Lights/Electric	External Condition	Internal Condition
Engine Oil Indicator Light		Headlights (High Beam)	Door/Rearview Mirrors	Seat Belts
Brake Indicator Light		Headlights (Low Beam)	Cleanliness of license plate, windows, lights	Head Restraint Adjustment
Power Steering		Side Lights	Tire Pressure	Fire Extinguisher
Transmission		Turn signals	Tire Wear	First Aid Kit
Washer Fluid		License Plate	Tire Damage	Flash light
Fuel (Max 1/2 full)		Backup lights	Spare Tire	Warning Triangle
Coolant		Warning Lights	Wiper Blades	General Bodywork
		Horn	Door Locks	
		Battery	Security of roof-rack, tail lift, winch, etc	

Comments: Damage noted, repairs due etc.

Mark on diagram any damage and date noted.

