

Vehicle Guideline and Procedures

# Purpose

To provide a safe and convenient transport option for the church ministries to Love God, Love the Church and Love the Lost

# How

Have the van available for ministries to use as required for their transport requirements

# Who

Ministry Leaders, Staff, Leadership (Elders, Pastors, E Team), Operations Pastor, Drivers

# Guidelines

The following are guidelines for the van use

* To be used for church activities unless approved by leadership
* The van will have a Current WOF and registration and up to date servicing
* Fuel, oil, water and tyres are to be checked at pick up or weekly
* Drivers must be over 25 with having a clean full licence for more than 3 years
* All NZTA Road rules and recommendations need to be followed, including regular breaks
* Need to book ahead through the church office
* Need to collect the key during office hours and returned when finished
* To be returned full of fuel and in a clean and tidy condition
* Any tolls are to be refunded or allocated to the specific ministry
* The driver must stop immediately to investigate any warning lights, high temperature readings
* Notify the Operations Pastor asap of any mechanical issues
* Notify the Operations Pastor in event of an accident, once all emergencies are dealt with
* The driver may be responsible for the costs involved in the event of accidental damage if it is caused through the driver's carelessness
* Notify the Operations Pastor of any infringements received
* The driver is to pay for all speeding or infringement fines obtained
* For long trips, the number of passengers must justify the van's use
* Do not exceed the recommended loading capacity
* No towing to be done without prior approval

# Resources

NZ Road Code

First Aid kit

Accident Instruction Card

# Outcome

Help our church in Glorifying God

# Declaration

I have read and understood the TABC vehicle guideline and procedures and will adhere to them

Full Name of Driver \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Drivers License no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Issue Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_