

NCCC CHURCH VEHICLE USAGE POLICY

The intent of this policy is to coordinate vehicle usage, provide accountability for use, and appropriately cover actual costs of fuel and maintenance.

Reservation

- Church vehicles may be reserved for use by any NCCC ministry activity and by parents for NCCS events.
- Church vehicles may be used by NCCC/S staff for in town ministry related errands when they are not reserved for other use.
- Reservation requests should be submitted online on the church website (www.NCCCweb.org) at least two weeks in advance.

Usage

- **Keys** will kept by Tim Moede. Arrangements must be made in advance to sign out keys, and they must be returned the **first business day** following use. They may be returned to the office or placed in Tim Moede's mailbox in the teacher workroom.
- For ALL use, including local errands, the **mileage log** in the vehicle must be completed.
- **For out of town or overnight use, a usage report form**, kept behind the mileage log, must be completed. The form may be left in the binder. Please ALSO make Tim Moede aware of any specific vehicle needs.
- Vehicles should be refueled after each trip to the same level they began with.
- Vehicles must be returned clean and emptied from any trash or personal items.

Costs

- **Fuel charges:** Those using the vehicles are expected to cover the cost of fuel. Vehicles must be refueled after each trip. If the vehicles are not returned to their fuel level, a fee will be charged of \$0.35 per mile (subject to change without notice) to cover fuel costs.
- **Maintenance charges:** To support its ministries, NCCC/S covers maintenance costs for up to 200 miles of use for each approved ministry activity. To help cover real costs, however, a maintenance fee of \$0.25 per mile will be charged for each mile after the first 200. This fee should be considered when budgeting for long distance ministry activities.

Child Passenger Safety Law

- All usage of church vehicles must be in accordance with all local, state, and federal laws.
- As a reminder, the Michigan law for Child Passenger safety is:
 - Children from birth until age 8 must be properly restrained in a child safety seat or booster seat in the vehicle unless 4'9" tall.
 - Children who are 8 years old but less than 16 must use a safety belt no matter where they are riding in the vehicle.
 - All passengers in a front seat must use a safety belt.