

Greenmonte Fellowship Church Vehicle Use Policy

Purpose

Greenmonte Fellowship provides its church vehicle as a ministry resource to help people grow in faith, serve their neighbors in love, and go with the good news of Jesus. The vehicle may be used only for approved ministry purposes and must be operated in a safe, responsible, and Christ-honoring manner as part of Greenmonte's stewardship of the people and resources entrusted to its care.

Authorized Use

The church vehicle may be used only for activities officially sponsored or approved by Greenmonte Fellowship, including:

- Official Greenmonte Fellowship ministries, events, and activities approved in advance by a Greenmonte Fellowship Pastors or Elders.
- Approved ministry-partner activities specifically authorized by the church pastor or elder.

You must be a member or regular attendee of Greenmonte Fellowship to reserve the church van. Membership or regular attendance at Greenmonte does not, by itself, authorize use of the vehicle. All van use must be approved and be for a church-related purpose or an activity sponsored or approved by Greenmonte.

The van may not be used for private errands, personal transportation, vacations, informal social gatherings, commercial purposes, or any activity not sponsored or approved by Greenmonte Fellowship.

It must be operated by a Greenmonte-approved driver who has been reviewed and approved by the insurance provider.

Driver Requirements

Every driver must:

- Be at least 25 years old.
- Possess a valid US driver's license.
- Be included on Greenmonte's approved-driver list and approved by insurance company.
- Maintain an acceptable driving record and authorize the church to review that record periodically.
- Be familiar and comfortable with the operation and handling of the vehicle.
- Follow all traffic laws and the requirements of this policy.
- Refrain from driving when impaired by alcohol, drugs, medication, illness, or fatigue.

Reservations and Responsibility

Reservations must be submitted through the church reservation form on greenmonte.com and are subject to vehicle availability and ministry priority. Greenmonte Fellowship ministry needs will receive first priority when scheduling use of the vehicle. Requests from ministry partners or other approved groups will be considered only after Greenmonte-related needs have been met. Requests should be made as far in advance as possible. We encourage ministry partners to make a donation to cover general maintenance as they are able.

The person or ministry reserving the vehicle is responsible for confirming that the driver is approved and that passengers comply with this policy.

Safety and Vehicle Operation

- The driver should complete a basic pre-trip check of the tires, lights, mirrors, fuel level, visible damage, and dashboard warning lights.
- Seat belts must be worn by the driver and every passenger whenever the vehicle is moving.
- Passenger capacity may not exceed the number of available, functioning seat belts.
- Children must be secured in an age-appropriate child safety seat or booster seat as required by law.
- To help keep our space clean, no messy foods or open drinks allowed. All beverages/liquids must be in a container with a secure, screw-top lid.
- The driver may not hold or use a handheld mobile device while the vehicle is moving.
- All passengers must remain seated, and luggage, equipment, and supplies must be properly secured.
- Smoking, vaping, alcohol, illegal drugs, and hazardous materials are prohibited in the vehicle.

Returning the Vehicle

After each use, the responsible person must:

- Remove all trash and personal belongings.
- Return the vehicle clean and free of trash.
- Refill the fuel tank to at least the level present at pickup.
- Return the keys to the designated location.
- Report mechanical concerns, warning lights, damage, accidents, or traffic citations immediately to the Director of Church Vehicle Care.

The van must be returned clean and with a full tank of gas. If it is returned without meeting these conditions, the driver will have **24 hours** to rectify the issue.

If the driver is unable to do so, a **\$150 donation** will be requested to cover the cleaning and refueling service. Refusal to complete either option will result in the immediate revocation of van driving privileges

Accidents and Emergencies

In the event of an accident, the driver should stop and contact emergency services or law enforcement when appropriate, exchange required information, document the scene when possible, and notify the designated Director of Church Vehicle as soon as possible . The driver must complete all church and insurance accident reports.

Policy Enforcement

Failure to comply with this policy may result in the suspension or loss of driving and vehicle-use privileges. Greenmonte Fellowship reserves the right to deny or revoke vehicle use in order to protect passengers, the church, and the resources entrusted to its care.

Adopted: July 2026