

Vehicle Use Policy and Procedure

Grace United Methodist Church of Merritt Island
(321) 452-2420

Document: Trustee Approval: 8/24/2026
Church Council vote approval (Basic): 8/25/2026

Grace United Methodist Church (GUMC) maintains a number of vehicles for use of mission and ministry of the church.

Initial Vehicle Requirement - Facility Manager/Administrative Assistant

The vehicle **MUST NOT** be operated without the following completed.

- Adding/Deleting a vehicle must have a *Florida Annual Conference Vehicle Addition or Deletion Form* completed for insurance. (Conference dashboard).
- The document, *Florida Liability Automobile Identification Card Financial Responsibility Self-Insured Holder Certificate No. xxx Effective Date xx,x* must be kept in the vehicle

Driver Specific Requirements

- All drivers **MUST** have a completed and approved *Florida Annual Conference New Driver Form* on file (Conference dashboard)
- In addition, the Florida Annual Conference *Motor Vehicle Driver Guidelines* outlines the Florida Motor Vehicle Reports that may be used to validate a driver. (FL Annual Conference dashboard - Ministry Protection). Examples include: Age limits (21) and driving record with violations.
- Driver's license **MUST** be applicable for vehicle driven. Example: The bus requires a specific license.

Facility Manager (FM)

- Maintain at least two (2) sets of keys in a secure location
- Maintain a list of approved drivers and backup information on drivers (locked)
- Maintain a Vehicle Check-Out Sheet for vehicle use. This may include items such as: Date, Driver Name, Destination, Group, Start Miles, End Miles
- Maintain a maintenance log of all work done, including inspections
- Inspect vehicles every 3 months. Florida Annual Conference *Vehicle Inspection Form*, or similar should be used.
- Maintain records in the office file cabinet for the life of the vehicle plus three years. Such as: Authorized Drivers List; Maintenance (office copy); Registration, Title
- Do not allow use of vehicles if any of the applicable paperwork is incomplete prior to the activity

Using Group

- Must be an active GUMC sponsored or Trustee approved (for other non-profit groups) activity. Schedule with FM in advance and verify vehicle in working order
- Inspect vehicle day prior to use. Verify gas is full. Insurance card is present.
- Return vehicle with full gas tank
- No smoking (of any type) or alcohol may be used in the vehicle
- Return vehicle in clean condition. Wipe steering wheel and plastic seats with a soft cleaner. Floors swept. Remove any decorations.

- If children are to be transported, FM or designee will verify all parental release forms have been completed. NO others will be allowed on the vehicle. Other Child/Youth Protection Policies may be in effect. Approval for vehicle use will be withdrawn if paperwork is not completed prior to the activity.
- For any maintenance issues, use the GUMC *Facility Work Order* form and talk to the Facility Manager

Financial Responsibilities

- User/Group will be responsible for the cost/budget line item for GAS, TOLLS, tickets, and parking fees. Replacement of lost/damaged keys will also be the responsibility of the group.
- Excess damage costs may be assessed against the responsible group, with discussion and approval by all groups.
- Facility Manager budget line item (520x) will support all repairs, maintenance, and Insurance claims

Limitations for Specific Vehicles

Truck

Use only locally for GUMC Facility support

Bus

- Driver must have be approved and in addition have a valid Commercial Driver's License (CDL) Class C with a Passenger (P) endorsement
- Use within state of Florida
- Trustee approval is required for out-of-state trips to assess safety and insurance concerns