**Kingwood Vehicle Policy & Procedure**

Kingwood vehicles were purchased to assist in all ministries of the church. The behavior of those using the vehicles shall at all times, reflect the Biblical principles of Kingwood church of Christ. Persons driving these vehicles are responsible for the conduct of all passengers and adherence to the following policy and procedure.

1. Church vehicles shall be used for church activities only. Any team or group using the vehicle must use the vehicle to transport to events and causes that reflect our Biblical principles.
2. Except as otherwise approved by the Transportation Team for special usage, the vehicles are for passenger use only. A minimum of two (2) passengers plus driver or maximum of fifteen (15) persons including the driver.
3. Request must be made at least two (2) weeks prior to event date. Requests made after two weeks will be considered but will be subject to availability.
4. Drivers must be Kingwood members of at least 25 years of age.
5. Drivers must be approved by the transportation team prior to using the vehicles.
6. All drivers must be in compliance with all state licensing requirements and have a copy of their license on file in the church office. This list must be kept up to date every 6 months by the Transportation ministry leader and provided to the church office for their use.
7. No Smoking in any church vehicle.
8. Any church group using the vehicle for a special activity is responsible for cleaning the inside of the vehicle after use as well as purchasing and replacing the fuel to its original level. This shall be completed before returning the vehicle to the church bus shed.
9. Traffic laws shall be observed at all times. Failure to do so shall result in the revoking of the driver’s privilege to drive the church’s vehicles.
10. In case of accidents, notify the police before moving the vehicle and report the accident to the church office or a transportation team member. All telephone numbers are posted in the vehicle.

 **Process for Vehicle Request**

1. Member, group, or team completes an online request form.
2. Request form is submitted to the Office. The Transportation Team and/or Leadership Team shall review on a monthly basis.
3. Dates requested are reviewed to ensure conflicts do not exist.
4. Once approved, vehicle keys and additional instructions may be picked up. Keys should be returned immediately after use.