

**SAINT MARK UNITED METHODIST CHURCH**  
616 Quincy Road  
Seneca, South Carolina 29678  
(864) 882-2603

**RULES FOR USE OF CHURCH VEHICLES**

- The **VEHICLES** are available for use by any church group on a first-come, first-serve basis – provided there will be at least six (6) persons on the trip.  
Use of the **VEHICLE** is limited to church-sponsored groups of Saint Mark UMC; the only exception being mission functions approved by a Trustee.
- Reservations for use of the **VEHICLE** must be made through the Operations Manager with date, time and purpose specified.
- The driver of the **VEHICLE** must be a member of the church staff or a licensed, competent, mature person of at least twenty-five (25) years of age. If driving a 15+ passenger vehicle, the driver, as required by law, must have a CDL and also have a valid Federal Department of Transportation medical examiners certificate.
- All drivers must provide to the church as requested, a copy of his / her driver's license; and a DOT medical card for CDL drivers, for approval by the insurance company.
- The **VEHICLE USAGE** form must be completed each time the **VEHICLE** is driven. These forms are located in the 3 ring binder and are to be turned in to the Operations Manager by the next business day.
- A **TRIP LOG** shall be kept in the **VEHICLE** at all times, and it shall be the responsibility of the driver to fill out the log for each trip listing the start, finish and total mileage.
- Keys to the **VEHICLE** must be picked up during regular office hours (M-TH, 9:00 AM – 5:00 PM) from the Operations Manager. Keys are to be kept in the Operations Manager's office only. No additional keys should be made. A set of keys will be issued to the driver. (Exception – the CDC has their own set of keys to both buses)
- The registration and insurance company and policy number will be kept in the **VEHICLE** in the 3 ring binder.
- A fee in an amount approved by the Trustees is charged at a per mile rate for use of the **VEHICLE**. The fee charged must be adequate to cover gas and routine servicing of the vehicle.
- Upon return of the **VEHICLE**, users must refill the gas tank. Use Rudy's Exxon on Oak Street (the church has a charge account at this location). If Rudy's is not open, or gas needs to be purchased during a trip, the cost will be reimbursed to the purchaser. All charge receipts must be turned in with the **VEHICLE USAGE** form. All receipts must have the cost of gas, number of gallons and mileage.
- The **VEHICLE** is to be left clean (washed, if needed), swept and trash emptied.
- The **VEHICLE** is to be returned to the church and parked in the church parking lot, locked and keys returned to the Operations Manager, along with the **FORM FOR USE OF VEHICLE AND** money for the use. If it is after church office hours, the keys, mileage form, and money should be turned by the next business day.
- Any traffic tickets received during the use of the church vehicle must be reported to the Operations Manager by the next business day.