

TE AWAMUTU BIBLE CHAPEL

Love God  Love the Church   Love the Lost 

Vehicle Guideline and Procedures

Purpose

To provide a safe and convenient transport option for the church ministries to Love God, Love the Church and Love the Lost

How

Have the van available for ministries to use as required for their transport requirements

Who

Ministry Leaders, Staff, Leadership (Elders, Pastors, E Team), Operations Pastor, Drivers

Guidelines

The following are guidelines for the van use

- To be used for church activities unless approved by leadership
- The van will have a Current WOF and registration and up to date servicing
- Fuel, oil, water and tyres are to be checked at pick up or weekly
- Drivers must be over 25 with having a clean full licence for more than 3 years
- All NZTA Road rules and recommendations need to be followed, including regular breaks
- Need to book ahead through the church office
- Need to collect the key during office hours and returned when finished
- To be returned full of fuel and in a clean and tidy condition
- Any tolls are to be refunded or allocated to the specific ministry
- The driver must stop immediately to investigate any warning lights, high temperature readings
- Notify the Operations Pastor asap of any mechanical issues
- Notify the Operations Pastor in event of an accident, once all emergencies are dealt with
- The driver may be responsible for the costs involved in the event of accidental damage if it is caused through the driver's carelessness
- Notify the Operations Pastor of any infringements received
- The driver is to pay for all speeding or infringement fines obtained
- For long trips, the number of passengers must justify the van's use
- Do not exceed the recommended loading capacity
- No towing to be done without prior approval

Resources

NZ Road Code
First Aid kit
Accident Instruction Card

Outcome

Help our church in Glorifying God

Declaration

I have read and understood the TABC vehicle guideline and procedures and will adhere to them

Full Name of Driver _____

Drivers License no. _____ Issue Date _____

Signed _____ Date _____