

University Baptist Church  
Policies, Procedures and Guidelines Manual

## Requirements for Rental Vehicles

Vehicles may be rented for Church-sponsored events. All vehicle rentals must be through agencies that have been recommended by the church staff, unless it is impractical to do so under unusual circumstances. The church staff will provide any other requirements in addition to those stated in this policy.

A. Pre-approval

1. All vehicle rentals must be pre-approved by a minister or the chair of Church Council

B. Vehicle Use Requirements

1. Insurance
  - a) Insurance shall be purchased as part of every vehicle rental, providing both liability and property damage coverage and shall list UBC and the driver as insureds under the policy
2. A copy of the vehicle rental contract must be provided to the Church Office
3. At least TWO adults over the age of 21 must be present when there are passengers under the age of 18
4. One adult must have a list parental contact phone numbers

C. Driver Requirements

1. Driver(s) must be at least 25 years of age
2. Driver(s) must be affiliated with the Church for at least six months
3. A copy of the driver(s) valid license must be on file in the Church Office
4. Driver(s) will be required to affirm that their driving history has:
  - a) A positive DMV point balance
  - b) No DUI or Reckless Driving convictions within the last 10 years
5. Driver(s) will be required to affirm they have read, understood, and signed the Expectations for Van Drivers form

D. Rental Costs

1. Church-wide events
  - a) The cost of both rental and gasoline shall be funded by the church transportation budget
2. Church group events (Youth, Deacons, etc.)
  - a) The rental cost will be funded by the church transportation budget
  - b) Gasoline and other incidentals shall be funded by the group's budget or by the participants

E. Reporting Accidents

1. Any accident involving personal injury or property damage, no matter how small, shall be reported to the Church Office promptly