



Application for Approval to Operate Motor Vehicles on Behalf of First United Methodist Church (FUMC) – Americus

Date of Request _____

Name _____

Birth Date _____

Drivers License: State ___ Expiration Date _____ Number _____

Restrictions N / Y _____

Reason for Operating Vehicles _____

I certify understanding of the following conditions and restrictions applicable to operating a motor vehicle on behalf of FUMC-Americus.

1. I possess a good driving history record with no more than two accidents in the past 2 years (an accident will not count if you can demonstrate that you were clearly not at fault in any material way, i.e., copy of police report or court judgment)
2. I have not been convicted in the past three years of a vehicle-related incident as listed below:
 - Reckless driving
 - Any violation involving alcohol or drugs (including refusal to submit to chemical test)
 - Fleeing or eluding an officer
 - Failure to perform duty after an accident
 - Negligent homicide or vehicular manslaughter
 - Drag racing or racing on roadways
 - Speed violation in excess of 20 mph
 - Driving with a suspended license
 - More than two speeding violations
3. FUMC and/or the servicing insurance company may periodically review my department of motor vehicles record to confirm my driving history.
4. I will immediately notify FUMC upon my receipt of any driving citation, DUI or involvement in a motor vehicle accident which might affect my eligibility to operate a motor vehicle on behalf of FUMC.
5. I will observe all laws relating to the use of seat belts.
6. No smoking is allowed in any vehicle while it is used for FUMC purposes.

7. I will NOT use alcohol or take any medications that might impair my ability to operate a vehicle.
8. I will NOT engage in electronic "text" messaging while driving the vehicle.
9. I will limit the use of mobile telephones (cell phone), portable radios ("walkie-talkie") or other similar communications devices while driving the vehicle. Required communications should normally be conducted by passengers.
10. I will never leave the vehicle running unattended and always lock doors when leaving the vehicle.
11. I will observe all "Laws of the Road" remembering that my driving is a reflection of this Church.
12. I will not use Church vehicles for personal use at any time.
13. I will not allow unapproved individuals to drive church vehicles except for emergency situations.
14. I will inspect the vehicle prior to dispatch to ensure that the vehicle is clean and operational. If the vehicle is dirty or inoperable, I will report the situation to the Church office.
15. I will report any vehicle operational deficiencies to the Church office immediately for corrective action.
16. I will report any incident involving an accident, major maintenance problem or receipt of any parking or moving violation to the Church Administrator within 48 hours of its occurrence. I will submit a follow-up in writing within 3 days after completion of the trip.
17. I will return the vehicle on time or notify the Church office if possible.
18. I will return the vehicle filled with fuel. (Refer to posted guidance regarding which gas stations to use)
19. I will return the vehicle as clean inside and outside as when it was received (note for the record if the vehicle was not clean upon receipt).
20. I will return the key and completed logbook to the Church office on the next business day.
21. Upon return of the vehicle, the Church office will inspect the vehicle to verify its condition. Returning a vehicle in unsatisfactory condition may result in revocation of my driving privileges.
22. Vehicles should be picked up and returned during normal Church office hours. If the vehicle needs to be picked up or returned during non-business hours then advance coordination and approval must be made with the Church office.

Signature / Date

Approved by / Date