



# Turlock Christian School

## Vehicle Use Policy

The following policy and procedures have been established in an effort to provide consistency in the management of TCS vehicles and that these vehicles are used in a professional manner in compliance with all TCS Policies and applicable state and local laws and regulations. These guidelines must be followed to avoid damage, injury, or abuse to the vehicles, facility and/or its users. The purpose of a Vehicle Use Policy is to establish a fair process for the allocation of TCS's owned and/or leased vehicles to necessary staff and volunteers and to monitor the use of vehicles for school related activities.

### **Purpose / Scope**

Specifically, designated employees and volunteers of TCS are allowed to operate a school owned/leased vehicle for **SCHOOL PURPOSES ONLY**.

School Use shall be defined as: Activities that involve the transportation of persons and/or equipment directly related to one's function and duties for the benefit of the school and its students and staff.

School Vehicles shall be defined as: All vehicles owned, leased, or otherwise provided by the School and used for the benefit of school business and activities.

No School Vehicles shall be used for any reason other than TCS business and activities. Vehicles are not intended for personal use outside of the scope of TCS business.

Vehicles assigned to approved users will be held responsible for any and all damage, or accidents that occur during non-TCS business use.

### **Approved Drivers**

- Only Approved and Authorized Persons may drive TCS vehicles.
- All drivers must be at least 25 years of age unless full time faculty (21 and over) and not over the age of 75 years of age.
- Drivers must have appropriate class license for the vehicle to be driven.
- Drivers must have a minimum of 3 years driving experience with no more than 1 citation in the last 3 years.
- All drivers must first submit appropriate paperwork to TCS for approval to operate TCS vehicles.
- Any driver not approved, in advance of driving, will not be allowed to drive TCS vehicles for any reason.
- Any approved driver in whose license or privileges have been suspended or revoked must notify TCS Administration (School Site Principal or Superintendent). Operating a TCS vehicle with a suspended or revoked license is a violation of this policy.

### **Policy Violations**

- Unauthorized operation of a TCS vehicle.
- Operating a TCS vehicle without a valid license or operating a school vehicle while under investigation or pending notification of revocation of operating privileges.
- Operating a TCS vehicle while under the influence of ANY amount whatsoever of alcohol or controlled substance not prescribed by a physician.
- Allowing any person under the influence of ANY amount of alcohol or controlled substance to operate a TCS vehicle.
- Operating a TCS vehicle in a careless, dangerous or unsafe manner, including speeding, texting, using cell phone without hands free device or other unlawful use.
- Allowing any person not pre-approved to drive a TCS vehicle.
- Operating a TCS vehicle while not wearing a seat belt and /or allowing passengers to ride without seat belts.
- Smoking in a TCS vehicle is prohibited.
- Operating or parking a TCS vehicle at an establishment that serves alcohol as its primary business.
- No employee or volunteer driving, operating, or occupying a TCS vehicle shall engage in any activity that is or could be construed as detrimental to the school's reputation in the community.

**(OVER)**

### **General Provision and Use**

- Requests for vehicles will generally be honored on a first-come, first-served basis; however, Administration will determine priority according to the ministry needs and mission of the school. The Administrator will use their discretion to ensure that no group or individual monopolizes the use of the vehicles. **Note: the Administration reserves the right to change, cancel, or override any reservation, at any time, as they deem necessary.**
- All drivers seeking to be approved to drive a TCS vehicle must submit a *Volunteer Driver* form for approval **no less than 3 working days prior to use date.**
- When possible, vehicle requests should be scheduled 2 weeks prior to the actual date of intended use.
- There must be 5 or more passengers for each trip in order to request a school owned van unless approval has been given from Administration.
- Approved drivers must check out the key and obtain a *Drivers Log* form from vehicle manager on the day of their scheduled use. Staff and/or volunteers may not keep copies of the vehicle keys in their possession outside of the scheduled time of use. **All keys must be returned to the front desk immediately upon return with a completed Drivers Log sheet.**
- The fuel tanks of the school owned/leased vehicles should to be full at all times. It is the driver's responsibility to return the vehicle with a full fuel tank (greater than ¾ full is considered full).
- Upon returning the vehicle, remove trash and belongings from interior.
- Reimbursement for fuel, or other expenses related to vehicle use must be requested from the department in which vehicle is used for. Current TCS reimbursement policies must be followed, accompanied with a readable and valid vendor receipt.
- Under no circumstances shall an operator of a TCS vehicle remove or in any way deface relevant TCS vehicle information, insurance documents, registration or other TCS information or safety related equipment.
- No decals, bumper stickers, logos, or other information may be displayed on TCS vehicles without the authorization of the school Superintendent or Executive Team.
- Report any maintenance needs and/or accidents/damage immediately to the Administrator.
- TCS reserves the right to remove any driver from the approved driver list.
- Drivers must have one functioning seat belt for each passenger and must have a signed medical release form for each student passenger. Young children must ride in child safety seats as required by state/federal regulations.
- Drivers shall obey all traffic laws including posted speed limits. Drivers are to go to and from events only. Except for emergencies (i.e. purchase gas, car repair, or restroom stop), no stops are to be made except those authorized by the teacher, coach, or administrator.
- During field trips only students, approved chaperones or staff may be in the vehicle. Do not bring older or younger siblings.
- If students misbehave; report names and infractions to the coach or teacher. Appropriate discipline may include the loss of future field trips or transportation privileges, but a driver may not refuse to complete the transportation of a student both to and from the current agreed-upon destination.

**When using my own personal vehicle to transport students, in addition to the above stated provisions, I agree to the following:**

- I have a valid driver's license and am 25 years of age or older.
- I have checked the safety of my vehicle (tires, brakes, lights, horn, suspension, seat belts) etc.
- I have one functioning seat belt for each passenger and have a signed medical release form for each student passenger.
- I certify that I have the minimum coverage of required insurance:  

Public Liability - \$100,000 per person/\$300,000	Property Damage –\$25,000	Medical - \$5,000
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- My vehicle does not carry more than 7 persons, including the driver. I will not use a motor home to transport students, unless specifically authorized by the Administration.
- Students are strictly forbidden to ride in the cargo area of trucks, regardless if they have a camper shell or other protective covering.
- I will obey all traffic laws, follow the safest, most direct route and avoid unnecessary stops.
- In the event of an accident, I will notify the local Police Department and request that the TCS Principal be contacted by them, in addition to normal procedures.
- I understand I am responsible for all passengers including their safe transportation.



**TURLOCK CHRISTIAN SCHOOL  
VOLUNTEER DRIVER APPLICATION  
2024-2025**

Driver #1 Name \_\_\_\_\_ Cell Phone No: \_\_\_\_\_

Driver #2 Name \_\_\_\_\_ Cell Phone No: \_\_\_\_\_

**IF DRIVING A TCS VAN ATTACH:**

- A COPY OF YOUR DRIVER'S LICENSE
- A CURRENT COPY OF YOUR DMV **DRIVING RECORD (NOT DRIVER LICENSE ID CARD)**  
(accessible from the CALIF. DMV Website for \$2)

**IF DRIVING YOUR OWN PERSONAL VEHICLE IN ADDITION TO THE ABOVE ATTACH:**

- A COPY OF YOUR VEHICLE'S INSURANCE **DECLARATION PAGE THAT SHOWS YOUR COVERAGE AMOUNTS AND EXPIRATION DATE.** (Policy to show **MINIMUM** coverage of \$100,000 liability per person/\$300,000 per occurrence, \$25,000 property damage, \$5,000 medical).

Vehicle Lic. Plate # \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Vehicle Lic. Plate # \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Policy No. \_\_\_\_\_

By signing below, I understand and agree that in the event of accident or injury, my insurance company will be the primary carrier if I am driving my own personal vehicle with students, and Turlock Christian School's insurance will be secondary.

By signing below, I acknowledge that I have read, understand and will adhere to the TCS **Vehicle Use Policy** requirements, provisions and rules. I understand that failure to comply with all aspects of the TCS Vehicle Policy will result in having vehicle use privileges revoked.

I understand I am required to return any TCS Vehicle clean, **fuel tank full and ready for use** by the next user.

I understand that I represent TCS when driving a school vehicle and will honor the TCS code of ethics and the spirit of living as a Christ follower in all that I do while representing the school. **Finally, I understand I am responsible for all passengers, the safe management of passengers and will ensure that all passengers wear a seat belt at all times.**

Driver #1 Signature \_\_\_\_\_ Date \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Driver #2 Signature \_\_\_\_\_ Date \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Approved by: \_\_\_\_\_  
TC Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**RETURN COMPLETED APPLICATION WITH ATTACHMENTS TO TC OFFICE**

**For office use**

Lic \_\_\_\_\_

DMV \_\_\_\_\_

Insur \_\_\_\_\_

D.L Verified with W,I,S & G  
\_\_\_\_\_