



Vehicle Policy

To be completed by the driver, only

First Community Church (FCC) vehicles are provided primarily for use by employees for church or camp business. Volunteer use is a privilege extended only to the authorized individual listed below. The privilege of use may be withdrawn at any time by First Community Church.

Rules Applying to Use Vehicle:

- Only the authorized individual listed below may operate the vehicle. Individual must meet all driver qualifications and rules in this agreement.
- The driver is expected to obey all applicable laws and regulations with respect to the operation of the vehicle. The driver is expected to operate the vehicle in a safe and responsible manner and be courteous to other drivers, bicyclists and pedestrians.
- Personal trailers, including boat and recreational vehicles, are not to be pulled.
- Company vehicle is not to be driven while under the influence of alcohol or any controlled substance.
- Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
- Driver and all passengers must wear available personal restraints.
- Report any accident immediately to police and the church Business Office at 614 488.0681.

As a driver of a FCC vehicle, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. I understand that I must have a valid driver's license for the type of vehicle to be operated and keep the licenses(s) with me at all times while driving. I understand I must maintain current automobile insurance and keep proof of insurance with me at all times while driving. I have provided a copy of this proof of insurance and my driver's license to the church. All drivers must comply with all applicable regulations.

Name (Print) _____

Signature _____ Date _____

Driver's License Number _____

Please see reverse side for COVID-19 Health & Safety Addendum



COVID-19 Health & Safety Addendum, 07/22/20

To be completed by the driver and any passengers

- Prior to operating an FCC vehicle, drivers and passengers must perform the following self-health assessment.
 - If you are not currently feeling well (have symptoms of illness including fever, cough, body aches), or have a temperature above 99.5° F, you will need to reschedule use of the vehicle until the symptoms have subsided and your temperature has been less than 99.5° F for 3 days (72 hours).
 - Have you been exposed to someone suspected of being COVID-19 positive, or to someone who has been ill, has a fever or cough?
 - If **Yes** and it has been more than 14 days since exposure **AND** you are feeling well, you may drive the vehicle. Otherwise, please reschedule use of the vehicle until these conditions are met.

- If well, follow the procedures below when arriving at North to check out the vehicle:
 - Take a current temperature and record results on the appropriate form at North. Thermometers are provided at North.
 - Obtain disinfectant and cleaning supplies from North staff, prior to entering the vehicle.
 - Sanitize hands prior to entering the vehicle.
 - Drivers and passengers must wear masks and gloves while inside the vehicle.
 - Spray disinfectant in the vehicle prior to use.

- Driving or riding in an FCC vehicle is at the risk of the driver or passenger, as a 6' social distancing space is not physically possible inside the vehicle. Please position passengers as safely as possible.

- When returning the vehicle, please use the provided cleaning supplies to clean and disinfect the entire interior, including: all seats, arm rests, seat belts, and headrests; steering wheel and all dashboard and console components; rearview mirror; windows and controls.

- Vehicle keys should be returned to the North reception desk if returning during business hours of Monday-Friday, 9 am – 5 pm. If returning during other hours, drop the keys in the outside after-hours mailbox by the Rose Wing exterior entrance.

I have read and will comply with the above addendum items.

Name (Print) _____

Signature: _____ **Date:** _____