

Purchasing Vehicles for Church/School Use

Preliminary Considerations. Before purchasing a vehicle for use by your church, school or other NCC institution, consider (1) What is the specific purpose that the vehicle is needed for? (2) Does the institution have budgeted adequate funds for vehicle maintenance, registration and insurance? (3) Is the institution willing to carefully screen its drivers and only allow approved drivers to operate the vehicle for the institution's use only? (4) Are there any legal considerations?

School Bus Requirements. Both Federal and California law state that any vehicle with a seating-capacity of 11 or more persons, including the driver, used to transport K-12 students on any school activity is considered a "school bus" and must meet all school bus design, equipment and driver requirements. Therefore, *schools shall not purchase, rent or otherwise use vehicles with a seating capacity of greater than 10 for school activities, unless the vehicle has been certified by the California Highway Patrol as meeting all school bus design and equipment requirements* and the driver has a current school bus drivers license and an approved driving record.

Note: Buses manufactured prior to 1977 do not meet many of the safety requirements imposed on busses of more recent manufacture. Due to these safety concerns and the difficulty in obtaining insurance for these older busses, they are NOT to be purchased or accepted for school or church use.

Insurance Requirements. All vehicles purchased by or donated to a Northern California Conference church, school or other institution shall be added to the Conference fleet vehicle insurance policy. When a vehicle is acquired, immediately contact the Conference Risk Management Department to have the vehicle added to the Conference fleet vehicle insurance policy. You will be asked to provide the following information: (1) *Vehicle's year*(2) *Vehicle make*(3) *Vehicle model*(4) *Vehicle license number*(5) *Vehicle identification Number (VIN)* and (6) *Vehicle mileage*. Proof of Insurance for the vehicle will be ~~faxed~~ e-mailed to your location so that the vehicle may be registered with the Department of Motor Vehicles. California law requires that this Proof of Insurance form be kept in the insured vehicle at all times.

Vehicle Registration Requirements. All vehicles purchased by or donated to a Conference church, school or other institution shall be registered in the name of the institution with the Northern California Conference Association of Seventh-day Adventists listed as the *lien-holder* for the vehicle. All documents of title shall be forwarded to the NCC Risk Management office for safekeeping.

Questions? Contact the Risk Management Department at riskmgmt@nccsda.com.