

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? For instance, vehicles with a seating capacity of 11 or more require a driver with a commercial bus driver's license. Note: The North American Division has adopted a policy that 15-passenger vans should not be rented or purchased and that such vans already owned be phased out of Conference fleets as soon as possible.

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*. You will also be asked whether or not you wish to include medical payment coverage for the vehicle, which is generally recommended, particularly if students, church members or guests will be transported in the vehicle. Proof of Insurance for the vehicle will be faxed 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 Conference Association office for safekeeping in the Conference Vault.

Questions? Call or e-mail the Risk Management Department @ (925) 685-4300
RMDept@ncc.adventist.org