

**ACC**

---

**Policy Title:** Non-ACC Staff Use of Vehicles

**Policy Number:** 2007-06-23-01

Purpose: To determine eligibility for non-ACC staff driving ACC vehicles

Responsibility: Director of Operations

Non-employee Use:

As ACC vehicles are used by groups and churches fully serving ACC, the following criterion must be in place prior to their usage. When ACC staff is present or available to drive, they should only be used as designated drivers.

1. Driver must possess a valid driver's license.
2. Driver must be given permission by President, Campus Director, Director of Student Life, or Director of Operations prior to use.
3. Driver must be a mature adult and the most responsible of the group to drive, preferably the team or group leader, pastor, or lead representative from the church group, etc.
4. For use of all vehicles, proof of insurance and minimum insurance amounts must be included on the usage form below.
5. Damage done to ACC vehicles will possibly be the responsibility of the driver unless fault is found elsewhere or it is deemed solely by ACC that damage is due to something beyond the control of the driver.

Driver's full name \_\_\_\_\_ Insurance Card? Yes \_\_\_\_\_ No \_\_\_\_\_

License number \_\_\_\_\_ State \_\_\_\_\_

Limits of liability on personal insurance:

1. Collision \$ \_\_\_\_\_ Comprehensive \$ \_\_\_\_\_ Medical \$ \_\_\_\_\_
2. Liability \$ \_\_\_\_\_

I, the driver signed below, will be held fully responsible for any damage as mentioned in #4 above. I understand that I am fully personally responsible for any damage in case of any damage done to ACC vehicles.

Driver's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved:

\_\_\_\_\_  
President Signature

June 23, 2007

Date:

Effective Date: June 23, 2007

Review Date: