

TRANSPORTATION COMMITTEE

Functions as a part of the *Church Business* task group.

Purpose: To provide safe, dependable, reliable, and comfortable transportation for all church organizational uses and to maintain church vehicles.

Responsibilities:

- See that regular maintenance (oil-check/change, grease, filters, tires, cooling system, etc.) is performed on all church vehicles on a regular basis.
- Have vehicles inspected as per state requirements.
- Renew license plates and file any reports, which may be required by state or federal agencies.
- Recommend needed improvements to vehicles and maintenance facilities to church office.
- Instruct/train drivers in regard to regular maintenance check (oil, coolant, tires and lights), rules, and policies. Provide list of approved drivers (updated annually) to church office. Train additional drivers as needed.
- Provide information on drivers as requested by insurance carrier.
- Monitor expenses so as to operate within budget. Report anticipated over-runs to Budget/Finance Committee.
- Items costing more than \$300, except emergency items, shall be presented to church in conference for approval. If possible, emergency items costing more than \$200 shall be presented to Budget/Finance Committee for approval.
- Complete budget request forms as requested by Budget/Finance Committee.
- Recommend changes in regard to duties of this committee to Nominations Committee.
- Chair or designated representative shall attend church council meetings and church conference.

Approved in church conference 4-24-02