Ministry-Owned Vehicles

Owning buses and vans gives your ministry the ability to transport people wherever and whenever you want. Unfortunately, it also increases your ministry’s risk of getting into traffic accidents, which can be fatal. Use this checklist to help evaluate the safety of your fleet.

1. Do you have a written policy that addresses such issues as vehicle usage rules, driver eligibility, storage, and security? 
   - Yes: ☐  
   - Needs Attention: ☐

2. Do you limit vehicle use to official business or ministry activities? 
   - Yes: ☐  
   - Needs Attention: ☐

3. Do your buses and vans contain every warning and safety device required by state codes? 
   - Yes: ☐  
   - Needs Attention: ☐

4. Do you document all repair and maintenance work performed on each vehicle? 
   - Yes: ☐  
   - Needs Attention: ☐

5. Are all vehicles inspected regularly and maintained by a qualified mechanic? 
   - Yes: ☐  
   - Needs Attention: ☐

6. Do all drivers perform pre-trip and post-trip inspections, noting any mechanical problems? 
   - Yes: ☐  
   - Needs Attention: ☐

7. Do you require all drivers and passengers to wear seatbelts? 
   - Yes: ☐  
   - Needs Attention: ☐

Notes: ________________________________________________________________
______________________________________________________________
______________________________________________________________

Completed by: ____________________________________ Date: ____________________

This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by an attorney. Brotherhood Mutual Insurance Company assumes no liability in the preparation and distribution of this sample form.

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