

Section 5: Facilities (Continued)

8. Are gift-in-kind property gifts properly accounted for in inventory at estimated fair market value at date of gift?		
9. Have proper guidelines been established and adhered to as they relate to the use/check-out of church owned furniture/equipment?		
10. Are identification tags affixed to all church owned furniture/equipment? Are these tags of a nature where they cannot be easily removed?		
11. If tags are not used, has identification been made by an electronic etching tool?		
Additional Questions/Explanations:		
E. Vehicles		
1. Are operating policies in place outlining the use of all types of church owned vehicles (i.e. buses, 15 passenger vans, cars, etc.)?		
2. Are all church vehicles being maintained on a preventive maintenance schedule?		
3. Has one primary individual been assigned the responsibility for the upkeep of these vehicles?		
4. Are adequately documented maintenance records being maintained on all church owned vehicles?		
5. Are state inspection requirements being maintained?		
6. Is a copy of each vehicle's Vehicle Identification Number on file in the church office?		
7. Have safety use procedures (i.e. seat belts, fire extinguishers, brakes, windows, tires, etc.) been documented and are they checked/reviewed by all drivers before the vehicle is driven?		
8. Are all church vehicles properly equipped with: a. Fire extinguishers? b. First-aid kits? c. Safety equipment in case of an emergency?		

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d. List of procedures to follow in the event of an emergency?		
9. If the church owns or leases vans or buses, which weigh 10,001 or more pounds, designed to transport more than fifteen passengers (including the driver) and is used to transport passengers across state lines, is the ministry in compliance with the new Federal Motor Carrier Safety Regulations?		
10. Are restrictions placed on the number of occupants that can be transported in a van?		
11. Is the church adhering to all state and federal licensing requirements (i.e. chauffeur, commercial, etc.)?		
12. Are all drivers, employees and volunteers, screened through the church's insurance carrier to determine if: a. Individuals have a safe driver's record? b. Individuals have proper levels of insurance coverage?		
13. Is the list of authorized drivers re-checked at least annually?		
14. Are vehicle keys properly controlled by a responsible person and locked in a key safe when the vehicle is not being used?		
15. Are drivers required to use seat belts in all church vehicles even if your state does not require them?		
16. Is the use of cellular phones while driving church vehicles strictly prohibited?		
17. Are procedures in place to determine if a person is capable of driving the assigned vehicle and perform necessary emergency procedures?		
18. Have designated drivers been selected and trained in transporting children and youth?		
19. Is personal use or unrelated use of ministry vehicles disallowed?		
20. Is the church's insurance agent contacted before renting a vehicle for ministry related use to determine if additional coverage is required?		
21. Are individuals under the age of 21 restricted from driving church vehicles?		
22. Are minors prohibited from transporting other minors?		