



BRETHREN IN CHRIST CHURCH

MOTOR VEHICLE POLICY

5/10/2012

MOTOR VEHICLE POLICY

1. General policy

- 1.1. The objectives of this policy are to harmonise the use and operation of vehicles belonging to Brethren In Christ Church in Zimbabwe, hence it shall apply to Brethren In Christ Church Zimbabwe and all its related institutions.
- 1.2. All motor vehicles in BICC Congregations, institutions, businesses and farms are to be acquired with full consultation of the Finance Board which shall reserve the right to approve and disapprove after considering all relevant factors.
- 1.3. Only motor vehicles acquired for use by the BICC and its institutions are to be registered in BICC's name.
- 1.4. All drivers of BICC vehicles shall be holders of a valid driver's license for the respective class of vehicle which they will drive. Two copies of the drivers' license shall be deposited at the Treasurer's Office. Drivers shall be attested before they are authorized to drive organization vehicles.
- 1.5. No employee shall use a BICC vehicle for the purposes of acquiring a drivers' license other than a defensive driver's license.
- 1.6. All vehicles shall be included in the asset register.
- 1.7. BICC vehicles shall not carry unauthorized passengers.
- 1.8. All drivers shall ensure that they observe the Road Motor Act mandatorily as this policy does not supersede the Act.
- 1.9. BICC vehicles shall not be hired out to the general public for financial gain. Hire of vehicles between institutions and BICC employees shall be authorized by the responsible institution. Rates shall be accessed at the BICC Treasurer's Office.

2. Acquisition and disposal

- 2.1. The acquisition and disposal of all Church vehicles shall be governed by the Acquisition and Disposal policy as spelt out in the BICC Finance policy.
- 2.2. A sale of vehicle will have to be advertised for either by tender or auction initially within the Church and to the open market if no satisfactory offers have been received. As for occupational vehicles, the individual to whom the vehicle was assigned shall receive first preference. If he/she fails to raise the asking price the procedure as spelt out above has to be followed.
- 2.3. It is desirable that all vehicles be disposed off and where necessary, replaced at the expiry of their useful economic life. Useful economic life is a maximum of 200000km that a vehicle has travelled. Therefore a car replacement fund for each vehicle shall be maintained. This shall be determined by charging USD 0.20cents per kilometer. Vehicles shall maintain a car replacement fund which shall be invested through the Finance and Investment Portfolio committee. This fund shall be used to replace vehicles at the end of their useful economic life.

3. Insurance

- 3.1. All motor vehicles to be insured comprehensively.
- 3.2. BICC vehicles shall be insured under the same Insurance Company. Administrators should read carefully the details of the Insurance policy to avoid misinformation.

3.3. Accidents shall be reported to the police within 24 hours. A written report shall be sent to the Treasurer's Office not later than 24 hours after the accident for purposes of insurance. The driver shall pay for excess where he is in the wrong.

4. Maintenance of Vehicles:

- 4.1. All church vehicles must undergo periodic maintenance servicing every 3000-5000km depending on the type of vehicle and its use. Advice from the vehicle manufacture shall be observed carefully.
- 4.2. A record of all maintenance and repair work performed on the vehicle should be kept in the vehicles log book. This record should include the speedometer reading, the date, the nature of the maintenance or repairs and the garage where the work was performed.
- 4.3. An up to date log book or sheet shall be maintained in the vehicles all the time. Regular reviews from relevant administration shall be done and their signatures shall be prima facie evidence to that.
- 4.4. Reputable garages shall be used, preferably where the car was manufactured.
- 4.5. Drivers shall ensure that all components of the vehicle are operating effectively. Vulnerable items such as odometers and speedometers shall be given particular attention and as such drivers will be held liable for their damage. All faults should be reported immediately to the immediate administrator.

5. Occupational vehicles.

- 5.1. Occupational vehicles are those vehicles assigned specifically to a particular office for the effective discharge of the office's responsibility.
- 5.2. The vehicle should be used for 85% business and 15% private. The later shouldn't be used for industrial purposes.
- 5.3. The organisation will not bear any costs related to driving offences or parking tickets while the organisation vehicle is under the employee's control.
- 5.4. Employees are expected that they park organisation vehicles in a secure and sheltered area at all times to minimize the incidents of vandalism or theft.
- 5.5. Officials should ensure that items 1-4 above are observed.

6. Businesses and institutions.

- 6.1. Item 1-5 should be observed.
- 6.2. All utility vehicles shall be in-scripted "No unauthorized passengers".
- 6.3. All utility vehicles shall have the BICC emblem on them bearing the name of the institution or business it serves.
- 6.4. Administrators shall ensure that all ambulances are affixed with equipment to enable the efficient operation of the vehicle e.g. sirens, flashing lights etc.

7. Exceptions.

- 7.1. All exceptions will have to be administratively authorized and communicated to the Finance Board in writing. Interpretation, application or otherwise of this policy, rest with the Finance Board.