

EASTRIDGE PRESBYTERIAN CHURCH - VEHICLE REQUEST/REPORT FORM

VEHICLE REQUEST

Today's Date _____

Date/Time Vehicle Needed: _____ Return Date/Time: _____

List Transportation Requirements (Include # of passengers): _____

What is the Destination/Purpose: _____

Who will be the driver(s) (Include Drivers License Number & Date of Birth)? _____

Requester Name: _____ Requester Address: _____

Requester Signature: _____ Requester Phone #: _____

Ministry/Department/Sponsoring Group: _____

APPROVAL

Director of Business Services: _____ Vehicle Assigned _____

REPORT OF USE

Vehicle Used: White Ford Van Number of Passengers (Including Driver): _____

Odometer Reading: Ending: _____

Beginning: _____

Total miles: _____

Drivers Pre-Trip Inspection:

- Insurance Verification
- Registration
- Tires
- Oil
- Coolant
- Lights
- Turn Signals

- Washer Fluid
- Brakes operating properly

After trip is completed:

- Garbage removed and van cleaned out
- Radio, Air Conditioning, Heat, Fan turned off
- Fuel level _____
- Key turned in

Maintenance needs: _____

Please detail any repair needs that you noted during the trip: _____

Drivers Signature _____ Date: _____

****Vehicle & Transportation Policy can be found on the back of this form****

EASTRIDGE PRESBYTERIAN CHURCH - VEHICLE & TRANSPORTATION POLICY

It will be the policy of this church to arrange for or provide appropriate and safe transportation in support of the ministries and programs of the church. This will entail the purchase and maintenance of some vehicle assets for routine needs; the rental or lease of other assets as special needs arise; and/or the organization of volunteer transportation for activities. It will be the responsibility of the Director of Business Services in conjunction with the Board of Trustees to assess needs, arrange purchase or lease (with Session approval), and maintain vehicles in a safe manner. Transportation provided by a professional motor coach service is excluded from this policy.

In support of these policies, the following procedures will be carried out:

- 1) The Director of Business Services is responsible for the administration of transportation policies and procedures. He/she will assign available vehicles upon receipt of a **Vehicle Request/Report Form**. Vehicles will be assigned on a first come, first served basis and based on ministry need.
- 2) The Director of Business Services will inspect, and direct the care, maintenance and fueling of the church owned and leased vehicles.
- 3) All drivers using Church owned, leased, or rented vehicles will be licensed drivers age 21 or older. The name of the driver and their drivers license number will be required in advance of the trip for reporting to our insurance carrier.
- 4) All occupants of the vehicle must wear seat belts at all times.
- 5) Insurance and registration forms can be found in the front center console in the Vehicle Manual..
- 6) Authorized drivers will complete the "Report of Use" section of the **Vehicle Request/Report Form** for each scheduled trip and will inspect the vehicle prior to and after use to record any maintenance needs, missing documentation, or safety concerns on the vehicle. The form will include a checklist of items to be inspected/reported on. Following the trip the authorized driver will return the completed form to the Director of Business Services who will then arrange for any needed service/repairs.
- 7) The completed **Vehicle Request/Report Form** and the key must be returned to the Director of Business Services no later than the next business day after completion of the trip.
- 8) Drivers are responsible for the safe operation of the vehicle. This includes conforming to all traffic regulations, the management of persons riding in the vehicle, and the safe loading and use of the vehicle. The driver is responsible for returning the vehicle in a clean and serviceable condition.
- 9) It will be the responsibility of the Director of Business Services, or his/her designate, to arrange for rental vehicle requirements. The arrangement of volunteer transportation will be the responsibility of the program or ministry leader desiring the transportation.
- 10) Ministry transportation costs will generally be the church's responsibility. Fuel costs for longer trips (more than around Lincoln) will be the responsibility of the Ministry department. Any rental vehicle costs will also be the responsibility of the Ministry department.
- 11) Under no circumstances will scheduled travel be planned between 11pm and 5am for any Church sponsored trip.