

## St. Paul Missionary Baptist Church

### CHURCH VEHICLE GUIDELINES/POLICIES

Vehicles owned or rented by St. Paul Missionary Baptist Church are available for church related activities only but other individuals or groups use requests shall be considered on a case by case basis.

**DRIVERS:** (Meets Church Brotherhood Mutual Insurance Company requirements)

1. All drivers must be at least age 21 and not more than 70.
2. All drivers must have a valid driver's license on record in the church office.
3. All drivers must be approved by the church office manager or transportation trustee.
4. All drivers must be familiar with 12 passenger van operation.
5. All drivers are responsible for completing the van "Road Trip Log" before and after each trip, noting any problems on the list.

**RESERVATIONS AND SCHEDULING OF VEHICLES:**

1. A Vehicle Use Request Form must be completed and vehicles are reserved in advance through the church office. Vehicles are reserved on a first come, first serve basis.
2. The key to the vehicle is signed out in the church office and must be returned with the checklist when the trip is completed. Two sets of keys will be available for out of town trips.

**OPERATING RULES:**

1. The driver and all passengers must wear seat belts. Children of appropriate age must be secured in car seats (not furnished by the church).
2. There is to be no standing nor should arms or heads be out of the vehicle when it is moving.
3. No hitchhikers, No smoking, No alcohol.
4. There is never to be more than 12 people in a van, including the driver.
5. Mileage and destination information must be logged Road Trip Log form.
6. The vehicle's gas tank must be filled upon return to the church.
7. Vehicle keys are to be returned to the church office immediately after the trip is completed. Do not keep or duplicate keys. All vehicle keys are to be kept in the church office.
8. The vehicle is to be kept locked with the windows closed when returned and any time during a trip when not in operation. Doors should be locked when in motion.
9. All interior lights must be off when the vehicle is not in operation.
10. A minimum of one adult chaperone, in addition to the driver, will be available for all trips with children in or under the fifth grade.
11. Written permission from parents of children and youth will be necessary before they can ride in a church vehicle. Emergency information and authorization to provide emergency medical care for each rider who is a minor will be kept in the vehicle.
12. In case of emergency or breakdown, notify the church office and/or approved contact person.

**CARE AND MAINTENANCE**

1. All care and maintenance of the van is the responsibility of the Facility Ministry Team. If there is a problem with the operation of a church owned vehicle, it should be reported to the church office and/or the chair of the Facility Ministry Team.
2. When the van is returned, all trash and items for the particular use of the outing must be emptied from the van. If there has been a spill, it is to be cleaned. Plastic bags are in the van for clean up use.
3. Any damage to the interior or exterior of the van is to be noted and reported to the church office and/or the transportation trustee.

CHURCH BUS/VAN/RENTAL VEHICLE RESERVATION REQUEST  
ST. PAUL MISSIONARY BAPTIST CHURCH

1. Return completed request form to the Church Office 5 working days prior to date needed for church bus or van.
  2. Return completed request form to the Church Office 10 working days prior to date needed for van/car rental.
  3. Requestor or designee is RESPONSIBLE for the pickup of vehicle.
  2. Key to the church bus/van must be picked up and signed OUT and IN during regular office hours.
  3. Church bus/van gas must be replenished and must be cleaned on its return.
- Every effort will be made to assist you in meeting your transportation needs.

Today's Date: \_\_\_\_\_

Pickup Time: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Your Name: (print) \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Return Time: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Destination: \_\_\_\_\_

Check:

Church Bus ( ) Van ( ) Rental Van ( ) Car ( ) Number of rental vans ( )  
cars ( ) needed Church Ministry Use ( ) Personal Use ( )

Comments: Was church bus/van gas replenish: Yes ( ) No ( )  
Was church bus/van cleaned: Yes ( ) No ( )

\*\*\*\*\*Official Use\*\*\*\*\*

Date request received in the church office \_\_\_\_\_

Individual who assigned church bus/van key to requestor: \_\_\_\_\_

Date: \_\_\_\_\_

# St. Paul Missionary Baptist Church

227 N. Carmichael Ave.  
Sierra Vista, AZ 85635  
Phone: (520) 458-5809

## ROAD TRIP LOG

Date: \_\_\_\_\_, Time: \_\_\_\_\_ (circle) AM PM, Vehicle (circle) : Mini-Bus / Van

Name of Driver: \_\_\_\_\_ Driver's License No.: \_\_\_\_\_

Destination: \_\_\_\_\_

Ministry: \_\_\_\_\_ Number in Group: \_\_\_\_\_

Check the following before departure:

Fuel Level	<input type="checkbox"/>	Proper inflation	<input type="checkbox"/>	Low Beam	<input type="checkbox"/>	First aid kit	<input type="checkbox"/>
Brake Fluid Level	<input type="checkbox"/>	Spare inflated	<input type="checkbox"/>	High Beam	<input type="checkbox"/>	Jumper Cables	<input type="checkbox"/>
Engine Oil Level	<input type="checkbox"/>	Tire Pressure	<input type="checkbox"/>	Brake lights	<input type="checkbox"/>	Fire extinguisher	<input type="checkbox"/>
Coolant Level	<input type="checkbox"/>	Adequate tread	<input type="checkbox"/>	Turn signals	<input type="checkbox"/>	Reflective triangles	<input type="checkbox"/>
Washer Fluid Level	<input type="checkbox"/>	Mirrors	<input type="checkbox"/>	Hazard lights	<input type="checkbox"/>	Map	<input type="checkbox"/>
Brakes (and parking brake)	<input type="checkbox"/>	Windshield wipers operational	<input type="checkbox"/>	Temperature Gauge	<input type="checkbox"/>	Cell phone/ two-way radio	<input type="checkbox"/>
Reverse Lights	<input type="checkbox"/>	Horn	<input type="checkbox"/>	Dome light Interior	<input type="checkbox"/>		<input type="checkbox"/>

Beginning Mileage: \_\_\_\_\_ Ending Mileage: \_\_\_\_\_

TOTAL MILEAGE DRIVEN: \_\_\_\_\_

Upon completion of the trip, please check off the following:

\_\_\_\_\_ Fill gas tank \_\_\_\_\_ Remove trash  
\_\_\_\_\_ Sweep floor \_\_\_\_\_ Close/lock windows  
\_\_\_\_\_ Lock doors \_\_\_\_\_ RETURN KEYS TO OFFICE

List any miscellaneous expenses: \_\_\_\_\_

List any problems encountered with vehicle: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Driver/Ministry Lead Signature: \_\_\_\_\_

### IN CASE OF EMERGENCY:

St. Paul Missionary Baptist Church (520) 458-5809  
Transportation Chairperson: (520) 234-8015  
Pastor: (520) 452-8597

St. Paul Missionary Baptist Church  
Ministry Driver Screening

Name of Ministry: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Driver's name (as shown on license): \_\_\_\_\_

Date of birth: \_\_\_\_\_

Social Security number: \_\_\_\_\_  
(Please provide your SSN only if you've given your ministry leader permission to purchase a copy of your driving records.)

Driver's license state and number: \_\_\_\_\_

Is this a commercial driver license? \_\_\_\_ Yes \_\_\_\_ No

Which vehicle will you be driving? Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Are you the primary driver? \_\_\_\_ Yes \_\_\_\_ No

**In the past three years:**

1. Have you been at fault for any accidents? \_\_\_\_ Yes \_\_\_\_ No

2. Have you had any moving traffic violations? \_\_\_\_ Yes \_\_\_\_ No

3. Have you had any insurance company cancel or refuse to provide you with auto insurance? \_\_\_\_ Yes \_\_\_\_ No

4. Have you had your driver's license revoked, suspended, or restricted? \_\_\_\_ Yes \_\_\_\_ No

5. Have you had any physical impairments other than corrective glasses? \_\_\_\_ Yes \_\_\_\_ No

6. Have you ever been charged with or convicted of "driving while intoxicated" or "driving under the influence"? \_\_\_\_ Yes \_\_\_\_ No

If any question(s) 1-6 have been answered with "yes," please provide full details below: (dates, descriptions, amounts, or other explanation).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_