

Request to Schedule Church Vehicle(s)

(Submit completed form to Tammy Harp)

Updated: December 15, 2011

Event Date: _____
Date request rec'd: _____ Rec'd by: _____
Approved by: _____ On: _____
Confirmation Sent: _____
Added to Church Scheduler on: _____
Emailed Darren Mynes: _____
Mailed copy to Darren Mynes: _____

Today's Date: _____

Current Time: _____

Person Scheduling Van: _____ Total # of vehicles requested: _____

Vehicle(s) being requested: _____ WHITE van _____ GREEN van _____ church bus

Are you requesting the cargo trailer as well? _____ Yes _____ No

When the vehicle(s) are to be available for your use:

Date: _____ Pick-up time: _____

When the vehicle(s) will be returned:

Date: _____ Drop off time: _____

Destination: _____

Intended use of vehicle(s): _____

Approved driver(s) whom you will be using: _____

Request Approved: _____ Request Denied: _____

Reason for denial: _____

Vehicle(s) assigned: _____ WHITE van _____ GREEN van _____ church bus _____ cargo trailer

Reviewer's Signature: _____ Date: _____

Driver Guidelines for Driving Church-Owned Vehicles

These guidelines are listed for NTCoc members/employees wanting to drive a vehicle owned by NTCoc for purposes of transportation to/from a church sponsored and/or approved event. The vehicles may also be used to pick up someone to attend an approved event. All requests for use must be made through the church administrator.

A. Drivers

1. Must be at least 21 years of age
2. Must submit a copy of his/her driver's license, Social Security number, and insurance card to the church administrator for a background check.

3. Drivers must be on the approved list posted in the church office
4. Any activities involving the transportation of minors will also include a background security check.
5. Must be approved by the church administrator
6. Must be supplied by each group using the vehicle(s)
7. If the applicant is a foreign resident, he/she must have an approved international driver's license.

B. Insurance

1. Church will supply:
 - \$2,000,000 Liability
 - \$5,000 Medical (No Deductible)
 - Comprehensive (\$100.00 Deductible)
 - Collision (\$250.00 Deductible)
 - \$1,000,000 Uninsured Motorists
2. Driver must also carry personal car insurance and must provide a copy of the paperwork to the church administrator.

C. Scheduling

1. All requests must be submitted to the church administrator
2. A monthly schedule will be posted.
3. Priority of scheduling: All requests must be dated, signed, and filed with the church administrator. Date of filed request will be used to determine first priority.

D. Rules

1. Insurance card information will be stored in the vehicles.
2. Child restraints (car seats) must be used as by law.
3. Minors will have written parent/guardian permission before riding in vehicles.
4. Gas tank will be full at the beginning of usage; vehicle(s) must be returned full.
5. Two (2) quarts of oil will be stored in the vehicles at all times.
6. Vehicles must be inspected before and upon returning from trip for damage. Any damage must be noted and must be reported to the church administrator.
7. Vehicles must be returned clean on the inside.
8. Dents/damage must be reported immediately.
9. Within 24 hours of returning a vehicle the church administrator will check it for damage/cleanliness.
10. The person signing responsibility for the vehicle(s) will pay for negligent damage and cleaning above normal usage.
11. If you are involved in an accident while driving an NTCoc vehicle, you must report it immediately to the church administrator. Contact information will be posted in the vehicles.

E. Approved Groups for Vehicle Usage

1. Bible Bowl
2. Bible School Classes
3. Choirs
4. Drama
5. Worship Teams
6. Men's/Women's Groups
7. Preschool
8. Youth Groups
9. Other groups as approved by church administrator (We supply the driver.)