

REQUEST TO SCHEDULE VAN

(Submit completed form to Church Administrator)

Individual Scheduling Van: _____

Today's Date: _____ Current Time: _____

Individual/Group requesting use of Van(s): _____

Date and Time Van(s) are to available for your use. Date: _____ Time: _____

Date and Time Van(s) will be returned. Date: _____ Time: _____

Destination: _____

Intended use of Van(s): _____

Approved Drivers: _____

Vans Requested: _____ Are you requesting use of the cargo trailer as well? Yes _____ No _____

Request Approved: _____ Request Denied: _____ Van(s) Assigned - Red _____ Green _____

Reason for Denial: _____

Administrator's Signature: _____ Date: _____

Driver Guidelines for Driving Church-Owned Vehicles

These guidelines are listed for NTCC members/employees wanting to drive a vehicle owned by NTCC for purposes of transportation to and from a Church sponsored and/or approved event. The vans 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 their driver's license, Social Security number, and insurance card to the Church Administrator for background check.
3. Drivers must be on the approved list.
4. Any activities involving the transportation of minors will also include a background security check.
5. Approved by the Church Administrator.
6. Supplied by each group using the van
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
 - Medical \$5,000 (No Deductible)
 - Comprehensive (\$100.00 Deductible)
 - Collision (\$250.00 Deductible)
 - \$1,000,000 Uninsured Motorists
2. Driver must also carry personal car insurance with a copy on file with the Church Administrator.

C. Scheduling

1. All requests must be turned into the Church Administrator.
2. A monthly schedule will be posted.
3. Priority of scheduling:
 - a. 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 cards information will be stored in the van.
2. Child restraint (car seats) must be used as by law.
3. Minors will have written parent/guardian permission before riding in van.
4. Gas tank will be full at the beginning of usage, the van must be returned FULL!
5. Two (2) quarts of oil will be stored in the van at all times.
6. Vans must be inspected before and upon return from trip for damage and any damage noted and reported to the Church Administrator.
7. Vans must be returned clean on the inside.
8. Dents and damage must be reported immediately.
9. Within 24 hours of returning a van the Church Administrator will check van for damage and cleanliness.
10. The person signing responsibility for the van will pay for negligent damage and cleaning above normal usage.
11. If you are involved in an accident while driving a NTCC vehicle you must report it immediately to the Church Administrator. Contact information will be posted in the van.

E. Approved Groups for Van Usage

1. After-School Program
2. Bible Bowl
3. Bible School Classes
4. Choirs
5. Drama
6. Kardia
7. Men's/Women's Groups
8. Pre School
9. Youth Groups
10. Other Groups as approved by the Church Administrator (We supply driver)

February 6, 2006