



A MINISTRY OF HOPE...  
ACROSS THE STREET &  
AROUND THE WORLD.

## Vehicle Request and Use Form

Date Submitted: \_\_\_\_\_ Date(s) of Use: \_\_\_\_\_

Departure Day/Time: \_\_\_\_\_ am/pm Return Day/Time: \_\_\_\_\_ am/pm

Keys will be picked up: \_\_\_\_\_ am/pm Where: \_\_\_\_\_

Person/Department requesting vehicle(s): \_\_\_\_\_

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

Type of Trip/Activity Description/Destination: \_\_\_\_\_

### Vehicles-Please mark the vehicle you are requesting and include the name of a preferred driver

1. Ford Van # 1 \_\_\_\_\_ Driver: \_\_\_\_\_
2. Ford Van # 2 \_\_\_\_\_ Driver: \_\_\_\_\_
3. Chevy Van #3 \_\_\_\_\_ Driver: \_\_\_\_\_
4. Shuttle (seats 26 including driver) \_\_\_\_\_ Driver: \_\_\_\_\_
5. Charter Bus (seats 48 including driver) \_\_\_\_\_ Driver: \_\_\_\_\_
6. Ford Taurus \_\_\_\_\_ Driver: \_\_\_\_\_

### Trailers – Please mark the trailer you are requesting

- |                                  |                            |
|----------------------------------|----------------------------|
| 1. Large tandem axle _____       | 3. Puppet trailer _____    |
| 4. Single axle box trailer _____ | 6. Small Double Axle _____ |

### **Vehicle Use Charges**

<u>Vehicle</u>	<u>NFC Departemts</u>	<u>Outside Groups</u>
Bus	\$1.25/mile	\$1.75/mile
Vans	\$ .65/mile	\$1.00/mile
Shuttle	\$1.00/mile	\$1.45/mile
Taurus	\$ .45/mile	\$ .70/mile

**Statement:** The driver(s) and the requesting person have received and read the NFC Transportation Policy (printed on the reverse of this form), fully understand it, and will comply with this stated policy. If so, please sign below.

REQUESTING PERSON'S SIGNATURE: \_\_\_\_\_ Phone \_\_\_\_\_

ADDITIONAL NOTES/INSTRUCTIONS \_\_\_\_\_

### **OFFICE USE:**

Date Received: \_\_\_\_\_ Approved By: \_\_\_\_\_ Entered on Calendar? \_\_\_\_\_

# NAMPA FIRST CHURCH OF THE NAZARENE

## TRANSPORTATION POLICY

Nampa First Church of the Nazarene utilizes several vehicles to assist in a variety of ministry opportunities. Our church is committed to the safety of all persons who choose to take advantage of our transportation. In order to promote a safe travel environment, **all drivers will comply with the following policies.**

### All Vehicles

1. Prior to any vehicle leaving the church, it has been inspected and cleaned – this includes: all fluid levels, brakes, steering, tires, lighting, seatbelts, wipers, and safety equipment.
2. Vehicle Occupancy must never exceed maximum occupancy listed here:  
Vans – 10 passengers & 1 driver  
Shuttle – 25 passengers & 1 driver  
Charter Bus – 47 passengers & 1 driver
3. All passengers must be seat belted at all times.
4. Nothing will be loaded behind the back seat in any van.
5. Drivers must be alert to road conditions and length of time driving, making adjustments when necessary, to keep occupants safe at all times. As a general rule, van drivers should not drive longer than 10-12 hours, and CDL drivers should drive no longer than 12 hours.
6. All church vehicles will be fueled before departure; it is not necessary to refuel unless asked or if on a trip.
7. Drivers must have passengers remove all trash and personal items after use, or do so him or herself.
8. Drivers must fill out the mileage slip before and after use.
9. Drivers must report any needed maintenance items immediately or take appropriate action.
10. Passenger safety should always be considered when choosing loading and unloading places.

### Trailers

1. Nothing except for First Church trailers will be towed without approval of the Facilities Director.
2. Trailers must always be loaded in a safe manner, with an even distribution of weight.
3. Trailer brakes must be adjusted for the weight of the load being towed.
4. Hitch, tires, lights, brakes, and safety chains are to be checked often.

### Charter Bus/ Shuttle

In addition to the above, separate policies are required for those who will operate our MC1 9 motor coach and Shuttle bus. Because of the complexities of these particular buses, operators will comply with the previous list of policies as well as the following:

1. Charter bus drivers are required to have: a CDL with air brake and passenger endorsements.
2. Shuttle bus drivers are required to have: a CDL with a passenger endorsement.
3. All CDL drivers must keep current medical cards on file at the church office. Always carry the original on trips.
4. Drivers must use a DOT hourly log for each trip and turn it in with the keys after the trip.
5. All drivers must follow all DOT rules.
6. Drivers must check daily: all fluid levels, lighting, tires, and the charter restroom while on trips.
7. Drivers and trip sponsors should be familiar with emergency exits and equipment operations and their locations.
8. The charter bus toilet must be drained when full. If still using the toilet, refill with 5 gallons of water and one package of septic treatment.
9. The charter is equipped with an entertainment system. DVD's, CD's, and MP3's can be played.
10. The charter's rear tag axle can be raised to increase traction in slick conditions.

**NOTE: If any of the above listed policies are not followed, the Supervising Dept. head will be warned of the infraction along with the assigned driver. If the infraction(s) reoccurs, the privileges of that Dept. head using the church vehicles and/or the driver could have their driving privileges revoked by the standing Operations Committee of the church.**

**WE APPRECIATE ALL OF OUR QUALIFIED DRIVERS!**

**ABOVE ALL, PLEASE TAKE PRIDE IN OUR FLEET OF VEHICLES! ALL POLICIES LISTED ABOVE WILL BE STRICTLY ENFORCED!**

Problems with any vehicle are to be reported immediately. (208) 250-9325  
Your signature indicates that you have read the Vehicle use policy and agree to comply.

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Copy of Driver's License \_\_\_\_\_ CDL \_\_\_\_\_ Medical Card \_\_\_\_\_ Added to list \_\_\_\_\_