

New Mount Calvary Baptist Church VAN REQUISITION FORM

Event Information:	Today's Date:		
Contact Name			
Day Telephone Number			
Fax Number			
Evening Telephone Number			
Email Address			
Ministry Sponsoring the Event:			
Name the Event Van will be used for			
Destination of Van			
Name of Driver			
Scheduling			
Frequency of event:	<input type="checkbox"/> Day <input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly
Projected miles for trip	Mileage	Beginning Mileage	Ending Mileage
DATE(S) OF EVENT	DAY OF EVENT	START TIME	END TIME
		AM PM	AM PM
Scheduling Approved	Yes No	Date Scheduling completed:	
Signature of Church Business Administrator			
Signature of Approved Driver			

Van Usage Specifications and Requirements

1. Must use only NMC authorize drivers.
2. Traveling party must consist of 7 persons or more.
3. Must be an approved NMC event.
- 4. Requisition(s) must be submitted at least (5) days before event.**
5. Van(s) must be parked in assigned parking area on the Sanctuary parking lot.
6. Gates must be locked after parking of van (s). Gate key(s) are attached to van(s) keys.
7. Van(s) need a seven foot (7') clearance for parking in covered parking area.
8. Drop key(s) to Transportation staff.
- 9. Receipts for gas & vehicle maintenance must be turned in when van is returned.**

New Mount Calvary Baptist Church Van Policy

The new Mount Calvary Baptist Church is committed to stewardship, Safety, Fairness and Accountability in the appropriate use of our vans and other vehicles. Church Vans should only be used for Church related business.

1. **Stewardship** – to maximize the use of available resources by using church vehicles in a fiscally responsible manner that is both effective and efficient.
2. **Safety** – The driver approval process will be administered with appropriate rigor and the vehicles provided by the Church will be such that safety is a clear concern and objective. Expectations and responsibilities associated with the use of Church vehicles will also reflect this concern and objective.
3. **Fairness** - Recognizing there are limitations to the number of vehicles provided and their availability for use, established priorities for use will be clear and administered as equitably as possible.
4. **Accountability** – Given the serious nature of safely and responsibly practicing driving privileges for the church, it is important to maintain accurate records and reports for our insurance providers and our church.

Use of Church Vans

All Authorized Drivers must:

- a. Be insured by New Mount Calvary Baptist Church to drive Church Vans.
- b. Have a valid US valid driver's license in their possession at all times while they are operating any Vehicle on Church Business.
- c. Not use a Church Vehicle for personal business. Personal use is not permitted, and violation of this may result in **not** accepting requisition request for future events.
- d. Operate Vehicles in a safe, controlled, and courteous manner, in compliance with applicable traffic laws, church policies and this policy.
- e. Turn off and lock Church Vehicles when left unattended.
- f. Store valuable equipment/items in the trunk of the Vehicle.
- g. Be aware of weather and road conditions and make prudent decisions regarding travel based on those conditions.
- h. Not place a Vehicle in motion unless all occupants are wearing safety belts (in vehicles so equipped), and ensure their continued use throughout the trip.

- i. Not transport unauthorized passengers, cargo, or permit any unauthorized person to drive a Church Vehicle.
- j. Not drive under the influence of any substance including alcohol, illegal drugs, and/or medications that may cause impairment.
- k. Inspect the Vehicle prior to use for obvious safety concerns, report defects to the appropriate authority, and not operate any Vehicle with deficiencies that make it unsafe to operate.
- l. Promptly report all collisions, thefts, or vandalism involving Church Vehicles to the appropriate law enforcement agency. Upon return to campus, notify Transportation Service and Church Business Administrator of any concerns.
- m. Promptly report to the Church Business Administrator his or her driving record that changes his or her classification from one of the categories described previously in this policy. Changes could include traffic citations, accidents, license suspension or revocation, or medical restrictions that may interfere with driving.
- n. Be personally responsible for any parking or traffic violations received while operating a Vehicle on Church Business.
- o. Complete any required driver safety training as assigned by Church Business Administrator or Church insurers.