

# USE OF CHURCH VEHICLE REQUEST FORM

## ACTIVITY INFORMATION:

### Activity:

Date(s): (mm/dd/yy) \_\_\_\_\_

Number of People Needing Transportation: \_\_\_\_\_

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

Time(s) van will be picked up: \_\_\_\_\_

Time(s) van will be returned: \_\_\_\_\_

## DRIVER INFORMATION:

(Attach a photo copy of each driver's license if not on file with the church office)

## GROUP INFORMATION:

Group/Person Making Request: \_\_\_\_\_

Responsible Party: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person for Group (If Other Than Responsible Party): \_\_\_\_\_

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

Phone: \_\_\_\_\_

## AGREEMENT:

I have read the conditions outlined on the *Church Van Use Policy* and agree to abide by the same, and to make every effort to ensure that all drivers and passengers do likewise. I also acknowledge that I do not have more than one traffic violation in this calendar year. If I receive more than one traffic violation in any one calendar year I will notify the church office.

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

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

## VEHICLE USE POLICY

Chisholm Heights Baptist Church recognizes that the operation of vehicles, while necessary to our mission and ministry, carries with it risk. We are committed to ensuring the safety of the drivers and passengers through proper vehicle maintenance, selection of qualified drivers, and enforcement of proper passenger behavior. The provisions of this policy pertain to driver approval, operator qualifications, operator responsibilities, and rules of vehicle use apply to the operation of church-owned vehicles.

*Only approved drivers are allowed to drive vehicles for church activities.*

To become an approved driver for a church activity, the person must complete a driver application and submit it to the church office at least one week before the activity will take place.

### **To be considered for approval, the applicant:**

- Must be at least 24 years of age.
- Must have a valid Oklahoma driver's license.
- Must have a motor vehicle record that reflects a safe driver. The proposed driver must operate the vehicle in compliance with any restrictions on said license. The Church reserves the right to decline the right to operate a van to any driver who, in the sole discretion of the Church, does not possess suitable ability to operate the vehicle. Any person with more than one moving violation on his/her driving record in the current year, is prohibited from operating the van."

### **The approved driver who is driving for a church activity must:**

- Operate the vehicle in a safe and courteous manner.
- Refrain from using cell phone for **talking and texting**, (cell phone may be used as a GPS for directions) while the vehicle is in motion.
- Obey all traffic laws, including speed limits. **Maximum Speed for Van is 70 MPH**
- Perform an inspection of the vehicle prior to departure, including a check of the required safety equipment (tires, headlights, taillights, brake lights, and turn signals).

### **Use:**

- Only Authorized Drivers shall be permitted to use church vans for church related transportation needs.
- Use of church vans for personal purposes is prohibited.
- Drivers are responsible for all traffic and parking violations they incur. Excessive traffic violations may lead to loss of authorized driver status.
- Smoking is not allowed at any time in church vans.

- Vans must be locked, windows rolled up and lights turned off when not in use.
- ALL passengers must wear seatbelts. It is the driver's responsibility to insure all passengers are aware of and adhere to this policy. 15 passengers per van maximum, no exceptions.
- Children who are required by law to be in an approved child, or booster seat must do so according to current State Laws.
- Upon returning vans to the designated church parking spaces, drivers are responsible to insure all food, trash, and belongings have been removed from the vans.
- Drivers must submit a completed Motor Vehicle Trip Ticket to the office secretary after each van use. Proper completion of this form should include, but not limited to recording of mileage, destination, required maintenance, and name of all drivers who drove the vehicle.
- If the trip is longer than 8 hours each van must have 2 drivers and rotate driving responsibilities every 2 – 3 hours.

**Accidents/Insurance:**

- If a van has been involved in a traffic accident or is damaged in any way, in addition to following all appropriate laws, driver must report to the Executive Pastor by phone within 30 minutes of the accident.
- If a van has been involved in a traffic accident, Driver shall use the Church Insurance information provided in the van.
- Drivers shall use the Collision Information sheet to insure all information is collected following the accident.
- Drivers shall be responsible to contact the local authorities, obtain a police report, and submit all required reports in connection with the accident.
- All documentation associated with the accident (including a properly completed Collision Information Sheet) by the end of the following business day of the accident, or as soon as possible.

**COLLISION INFORMATION SHEET**

Name of Driver: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Collision: \_\_\_\_\_ Time of Collision: \_\_\_\_\_ am/pm

Location of Collision: (street) \_\_\_\_\_ City: \_\_\_\_\_

Investigating Officer's Name: \_\_\_\_\_ Badge #: \_\_\_\_\_

List passengers name and contact information:

_____	_____
_____	_____
_____	_____
_____	_____

**Witness:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Driver of Other Car:**

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

Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_ Driver License #: \_\_\_\_\_

Vehicle Info.

Year: \_\_\_\_\_ Make/Model/Color: \_\_\_\_\_

License Plate: \_\_\_\_\_ Auto Insurance Carrier: \_\_\_\_\_

Phone: \_\_\_\_\_ Policy #: \_\_\_\_\_

Take photos of all damage to vehicle and any property. Take photo of other driver's insurance card and driver's license.

**VEHICLE LOG**

Vehicle Tag No. \_\_\_\_\_ Name of Driver(s): \_\_\_\_\_

Destination/Use: \_\_\_\_\_ Date Used: \_\_\_\_\_

Mileage Out: \_\_\_\_\_ Mileage In: \_\_\_\_\_ Date Returned \_\_\_\_\_

Was vehicle involved in any accident during trip? \_\_\_ Yes \_\_\_ No

Is there maintenance or repairs required for the vehicle? \_\_\_ Yes \_\_\_ No

If Yes please explain:

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