

# BETHLEHEM BAPTIST CHURCH

4 Harrison Bridge Rd.  
Simpsonville, S.C. 29681

## VEHICLE USE PROCEDURES

### General Guidelines for Use of Vehicles

1. Use of Bethlehem Baptist Church (BBC) vehicles shall be in compliance with the BBC guidelines, the policies of our insurance carrier, and applicable state and federal laws. Failure to abide by any of these rules may result in the denial of future use of the vehicles.
2. All drivers must have legal driver license and are at least 21 years of age. All drivers are responsible for making certain that all procedural rules are followed by all passengers.
3. BBC will not be responsible for any traffic tickets of the driver. Up to date registration card and insurance information is kept inside the vehicle glove box
4. All accidents, property damage, or maintenance problems must be reported immediately to the Transportation Coordinator Earl Harris (404 246-1712). Failure to report information or follow procedures could result in revocation of use of church property. If no answer leave a message and then call the church office at 864-963-3527.
5. Buses /Vans requests are **not normally approved** during Summer Camp operating hours and during After School Program operating hours. The After School Program Director will ensure his/her staff follows the guidelines. The After-school program staff will be responsible for inspecting the vehicles and replacing gas for the After School and Summer Camp Program.
6. At least one BBC member must accompany all trips. Other individuals requesting use of BBC vehicles must receive approval from the Pastor and /or Event Planning Coordinator before submitting request to the Transportation Coordinator. The Transportation Coordinator must be notified by the Pastor or Event Planning Coordinator before approving use of the vehicles.
7. The Request for the Vehicle Use form must be completed and submitted within the specified time frame to the Transportation Coordinator. Forms can be picked up Monday thru Friday from 9 AM until 1 PM and any other time that the receptionist desk is manned.
8. The driver must complete a separate Bus/Vehicle Checklist Form before and after the trip. The forms and keys must be returned to the Administrative Receptionist desk.
9. The vehicle must be returned with at least as much gas as it had prior to usage. Groups that travel to support the Pastor do not have to replace the gas after the trip.
10. The driver is responsible for ensuring the vehicle is filled with the appropriate amount of gas, cleaned, and returned. Failure to follow guidelines could result in loss of privilege.

### Procedures for Requesting Use of Vehicle(s)

1. The requester must submit the Vehicle Request form one week prior to the event/ activity.
2. The Transportation Coordinator will review and approve the request and will leave the key at the receptionist desk. The request will be approved based on "first come, first serve" basis. Requests that are submitted after church hours or for emergency use will be handled at the discretion of the Transportation Coordinator and /or Service Cluster Leader. Once approved, the Transportation Coordinator will confirm approval using the telephone number provided on the form.

I have read and understand the guidelines above: \_\_\_\_\_

# Bethlehem Baptist Church Vehicle Request Form

(Please Print)

The form must be submitted at least one week prior to date of the activity to the Transportation Coordinator.

## I. Ministry Information

Date \_\_\_\_\_

_____	_____	_____
Ministry Name	Requester Name	Cell Phone Number
_____	_____	_____
Driver Name	Driver License / CDL Number (for bus #1)	Driver Phone Number

## II. Type of Vehicle

Pick up and return keys from the administrative office. In case of emergency contact Brother Earl Harris at 404-246-1712.

Please check vehicle requested:

- #1 (66 Passenger Bus)
- #2 (5 Passenger Van)
- #3 (15 Passenger Mini Bus)
- #4 (15 Passenger Mini Bus)
- #5 (2 Passenger Freight Box Truck)

## III. Vehicle Usage Information

- Start Date \_\_\_\_\_ End Date \_\_\_\_\_
- Pick Up Time \_\_\_\_\_ Return Time \_\_\_\_\_
- Number of passengers \_\_\_\_\_
- Event Description \_\_\_\_\_

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## IV. Approval Transportation Coordinator

- Transportation Ministry Approval \_\_\_\_\_
- Approval Date \_\_\_\_\_
- Vehicle Returned in Satisfactory Condition \_\_\_\_\_
- Follow up Action with Ministry Chairperson (if needed) \_\_\_\_\_

Bethlehem Baptist Church Vehicle Checklist Form

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

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

Before The Trip	STATUS (Give Details, exp. 1/2 tank)
1 Check the gas	1
2 Check the tires (flat, damaged, air)	2
3 Check the wheels for damage or missing nuts	3
4 Check the lights ( headlights, tail and brake lights)	4
5 Are There ANY Warning Lights ON (oil,brakes, ect.)	5
6 Check Emergency Door (make sure it is locked)	6
7 Are the windshield wipers working properly	7
8 Do you see any fluids leaking underneath vehicle	8
9 Are all fluid levels good	9
10 Is The Vehicle Clean	10

## Bethlehem Baptist Church Vehicle Checklist Form

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

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

	S T A T U S (Give Details, exp. 1/2 tank)
After The Trip	
1 Check the gas	1
2 Check the tires (flat, damaged, air)	2
3 Check the wheels for damage or missing nuts	3
4 Check the lights ( headlights, tail and brake lights)	4
5 Are There ANY Warning Lights ON (oil,brakes, ect.)	5
6 Check Emergency Door (make sure it is locked)	6
7 Are the windshield wipers working properly	7
8 Do you see any fluids leaking underneath vehicle	8
9 Are all fluid levels good	9
10 Is The Vehicle Clean	10