

Springfield Baptist Church

Vehicle Request/Usage Form

<p>Vehicle Request Information</p> <p>Type of vehicle needed (van/pickup truck): _____</p> <p>Driver (please print legibly): _____ <small>(Must be at Least 21 years old)</small></p> <p>Ministry Team: _____</p> <p>License #/State: _____</p> <p>Purpose: _____</p> <p>_____</p> <p>Date Needed: _____ Return Date: _____ Time Needed: _____ Return Time: _____</p>	<p>Transportation Ministry Leadership Use Only</p> <p>Approved/Disapproved</p> <p>Scheduled</p> <p>Authorized by:</p> <p>Signature _____</p>
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Vehicle Usage Report

Mileage Out: _____	Interior Condition Out	Clean Dirty (Circle One)
	Exterior Condition Out	Clean Dirty (Circle One)
Mileage In: _____	Interior Condition In	Clean Dirty (Circle One)
	Exterior Condition In	Clean Dirty (Circle One)
Mileage Used: _____		
Fuel Level Out	E ¼ ½ ¾ F (Circle One)	Fuel Level In
		E ¼ ½ ¾ F (Circle One)

Check Here if Fuel Reimbursement is necessary. Please attach a legible copy of the receipt.

SPRINGFIELD BAPTIST CHURCH - Vehicle Use Policy

Church owned vehicles may only be used for an approved ministry activity as determined by the Executive Leadership. Priorities for scheduling purposes are as follows:

1. Transportation related to scheduled Worship Services and activities
2. Ministry Team activities and Church programs
3. Congregational Mission and Outreach initiatives

Requests for use of Church owned vehicles must be submitted **at least 2 weeks** in advance of the usage date, by completing this **SBC Vehicle Request/Usage Form**. Blank forms can be obtained through the Church Office. Submit completed forms to the Church Office during regular office hours (Monday - Thursday, 9:00 a.m. - 5:00 p.m.). Completed forms will then be passed to the Transportation Ministry Leadership, for processing and scheduling. Completed forms will be processed, as soon as possible, upon receipt by the Transportation Leadership.

Only drivers who have completed the required orientation and training may operate Church Owned Vehicles. Please see the Transportation Leadership regarding this requirement. An **Approved Driver's Roster** will be kept on file for all approved drivers, and provided to the Church's insurance company.

Except for medical reasons, the consumption of food and beverage is prohibited in the church van, unless by prior documented special request (by the requester), and approval by the Transportation Leadership.

See Transportation Ministry Descriptions for Ministry Leadership, Driver, and Team Member responsibilities.