

Rockford Baptist Church

Vehicle Policy and Guidelines

Application and Health Form



Rockford Baptist Church
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Rockford, MI 49341

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Church Vehicles

Article III, Section D

Requirements for Drivers

Purpose – This section specifies the requirements for being able to drive the van or bus

Drivers of Rockford Baptist Church vehicles must be between the ages of 21 and 70. Anyone older than 70 may drive church vehicles upon presenting a statement of health from their physician which states that their physical and mental facilities are such that they can safely and responsibly drive said vehicles. This statement must be on file with the church and its insurance company and be updated on a yearly basis. (January 26, 2003)

Who can drive the van?

- Only those on the "Approved Drivers List" can drive the van. A copy of this list is kept in the church office.
- A Chauffeur's license, or special endorsements are NOT required for the van
- Persons 70 and over must turn in a doctors fitness form with their application
- Those on this list have been approved by the Deacons and the Insurance Company as being approved to drive the van.

Who can drive the Bus?

- Only those on the "Approved Drivers List" can drive the bus. A copy of this list is kept in the church office.
- To drive the bus you must have a valid Chauffeur's license with a Class C and P endorsement.
- You must also pass a road test given by an independent testing program.
- You must also have a medical form from the Michigan Department of Transportation completed by your physician.
- Those on this list have been approved by the Deacons and the Insurance Company as being an approved driver.

How do I get on the approved list?

- Fill out a Driver Application (included in this information)
- Return it to the office

If you are approved

- Your application will be reviewed by the Deacons and forwarded to our insurance company who will run a check on your driving record
- You will be notified if you are approved and your name will be added to the drivers list for the van or the bus

If the insurance company has questions about your driving record, they may ask that you be denied approval or removed if already approved.

Conditions for removal of driver name from approved list

Conditions for removing someone from the approved driving list include but are not limit to:

- Irresponsible driving when using the vans or bus, including failure to obey the speed limit
- Failure to take proper care of the vehicle in your care.
- An excessive number of tickets.

NOTE: the insurance company will review your driving record annually

Godly example

- As a driver of the church vehicles, you tremendously influence what some people think of our Lord.
" . . . in speech, conduct, love, faith, and purity, show yourself an example of those who believe" (1 Timothy 4:12)

Guidelines for Drivers

Purpose – This section informs drivers of guidelines regarding use of the bus and van

Proper use of the bus and van

The bus and van should be used for “ministry” purposes only. This includes, but is not limited to:

- Any church sponsored function
- An approved church-related activity

Requesting use of the van or bus

- You should request use of the van or bus by calling the church office to see if they are available. The Administrative Assistant will see if the dates are open and schedule your activity.
- If they are available you will need to make arrangements to get the key and log card, from the office, and to return the key following your activity

Guidelines for use of van and bus while on the road

- Do a vehicle check before departure – tires, gas
- Always drive at a safe speed (bus speed limit is 60mph)
- Double check that a first aid kit is present
- Clean inside of vehicle after use – pick up trash and sweep
- Please fill out the log card and return to the office with the key
- Report any maintenance concerns to the Deacons after the trip

Gas Credit Cards for Church Vehicles

Article III, Section D

1. A log shall be kept with the Church Administrative Assistant for signing out and in, of the Church gas credit cards. Persons borrowing the cards, are responsible for turning in all receipts. Receipts not turned in with the card, are the responsibility of the person, whose name signature is on them!

Application for church vehicle driver

Driver Information – Fill out information about yourself

Driver's Name: _____

Driver License #: _____

Is this a Commercial Drivers License? Yes No

Date of birth: / /

Church Vehicle applying for: Bus Van Both

Driving record – fill out this information about your driving record

During the past Three (3) years:

- | | | |
|---|------------------------------|-----------------------------|
| 1. Have you been involved in any accidents? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Were you at fault? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Had any moving traffic violations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Has any company canceled or refused to provide you auto insurance? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Has your driver license been revoked, suspended or restricted? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Have any physical impairment other than corrective lenses? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If any question(s) 1-6 have been answered with "yes", please provide full details on back

Usage information

1. What groups or types of events will you be driving for?

2. How often do you anticipate driving the van or bus?

At least once a month A few times per year Only as needed Other (please specify)

For Office/Deacon use only:

Date application submitted: / /

Approved Not approved Approved with the following restrictions:

Deacon Chairman /Vice Chair Signature: _____

Health Certification

for drivers of church vehicles over the age of 70

I, Doctor _____, do hereby certify that the physical and mental faculties of _____
(print name) (print name)

are sufficient to safely operate church vehicles and transport passengers. This certification will be valid for one year from the date of signature unless the church is notified of a change in health status before that time.

(doctor's signature)

(date)

Please mail or fax copy to:

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