

MACEDONIA BAPTIST CHURCH TRANSPORTATION POLICY

LONGVIEW, TEXAS

JANUARY 2013

ALL VEHICLES

- **All vehicles must be reserved/written on the church calendar by contacting church office at least three week-days PRIOR to use.**
- Will be driven only by drivers receiving prior approval by Macedonia Baptist Church
- Vehicles must be returned by the time noted on the Vehicle Use/Vehicle Maintenance Report
- Person signing for vehicle will be responsible to see that the vehicle is clean, fueled, and keys are returned to the office with Vehicle Use Report completed
- Vehicle Use Report must be filled out and returned with the keys in person to the **Transportation Director** or the **Office Secretary**.
- A Vehicle Maintenance Request Form is at the bottom of the Vehicle Use Report to report any problems with the vehicle upon return

ALL DRIVERS

- | |
|--|
| All drivers must complete a Driver's Application Form* and submit it to the church office. In addition, each driver is required by our insurance company to take an online test, print the score result and submit to the church office. Drivers already on the driving list will also be required to take the online test. New drivers should allow two weeks for this process prior to driving a church owned vehicle. <u>No Exceptions.</u> Also include a copy of your valid driver's license, front and back. (CDL requires a passenger endorsement. White Bus requires an air brake endorsement) |
|--|
- Keys will NOT be issued without an approved Driver's Application Form on file
- **Driver and/or responsible person for the vehicle must read and sign a copy of the Bus/Van Use Policy prior to using the vehicle**
Please Note: Church Office Hours are Mon – Thurs 8 am to 4 pm.

*The Driver's Application Form and Bus/Van Use Policy needs to be completed only once for each driver; it will remain on file in the Church Office.

2-27-13

Revised 4-22-15