

**South Highland Presbyterian Church**  
**VEHICLES REQUEST**

This form should be completed and return to Jeannie Jones as early as possible to ensure availability.

The vehicles will be loaned only to church members for church sponsored activities. The vehicles must be returned in the same condition in which it was received.

Vehicle Requested:      15 Person Bus \_\_\_\_\_      12 Person Van \_\_\_\_\_

Name of organization/group: \_\_\_\_\_

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

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

Time of departure from SHPC: \_\_\_\_\_

Estimated time of arrival back at SHPC: \_\_\_\_\_

<u>Drivers' Names</u>	<u>Driver's License Number</u>	<u>Expires</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Person responsible for the vehicle: \_\_\_\_\_

Person making request: \_\_\_\_\_ Today's date: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

**(Office Use)**

*Confirmed By:* \_\_\_\_\_ *Date:* \_\_\_\_\_

## **Guidelines for the use of Church Vehicles**

The following items are to be used as guidelines for the operation and maintenance of the church bus and van for activities related to the ministries of South Highland Presbyterian Church.

1. The church vehicles can be used only for church-sponsored or church-related events.
2. Only church members and church staff may use the church vehicles.
3. Jeannie Jones, Admin Assistant maintains a calendar for scheduling the use of the vehicles on a first-come, first-served basis. Conflicts in scheduling will be resolved by considering the best use of the vehicle with regards to time, distance, and number of riders.
4. All drivers must meet the following requirements:
  - a. Age 25-65. Age 21 – 25 & 65 – 70 may drive with insurance company approval.
  - b. Possession of a valid Alabama Driver's License. A copy of which must be on file with Brad Hale, Director of Administration and Finance.
  - c. An orientation to the vehicles including an introductory road trip.
5. The mileage rate is current IRS rate per mile for the bus for the van. Church organizations/Ministry Teams will be charged based on that fee structure. The mileage used is to be maintained on the mileage clip board.
6. Before a vehicle leaves the church grounds, a pre-trip inspection report must be completed and given to the Brad Hale, Director of Administration and Finance. Any problem with a vehicle found during the pre-trip inspection that would endanger the riders must be reported immediately. If the problem cannot be fixed quickly, the group must make alternate arrangements.
7. The vehicles must be cleaned thoroughly by the organization/group/person requesting the vehicle before returning the keys to the Brad Hale or Jeannie Jones.
8. Problems with the vehicles discovered during a trip should be reported to the Brad Hale, Director of Administration and Finance upon return to the church.
9. Brad Hale, our Director of Administration and Finance is responsible for the general operation of all the church vehicles. This includes preventive maintenance, regular service, road tests, registration and tags.
10. Brad Hale, our Director of Administration and Finance will ensure the vehicle is properly insured.
11. Marked church vehicles may charge gas and oil at the BP station located one block east on Highland Avenue. Gas ticket is to be turned into the Gary Harden, Financial Assistant.