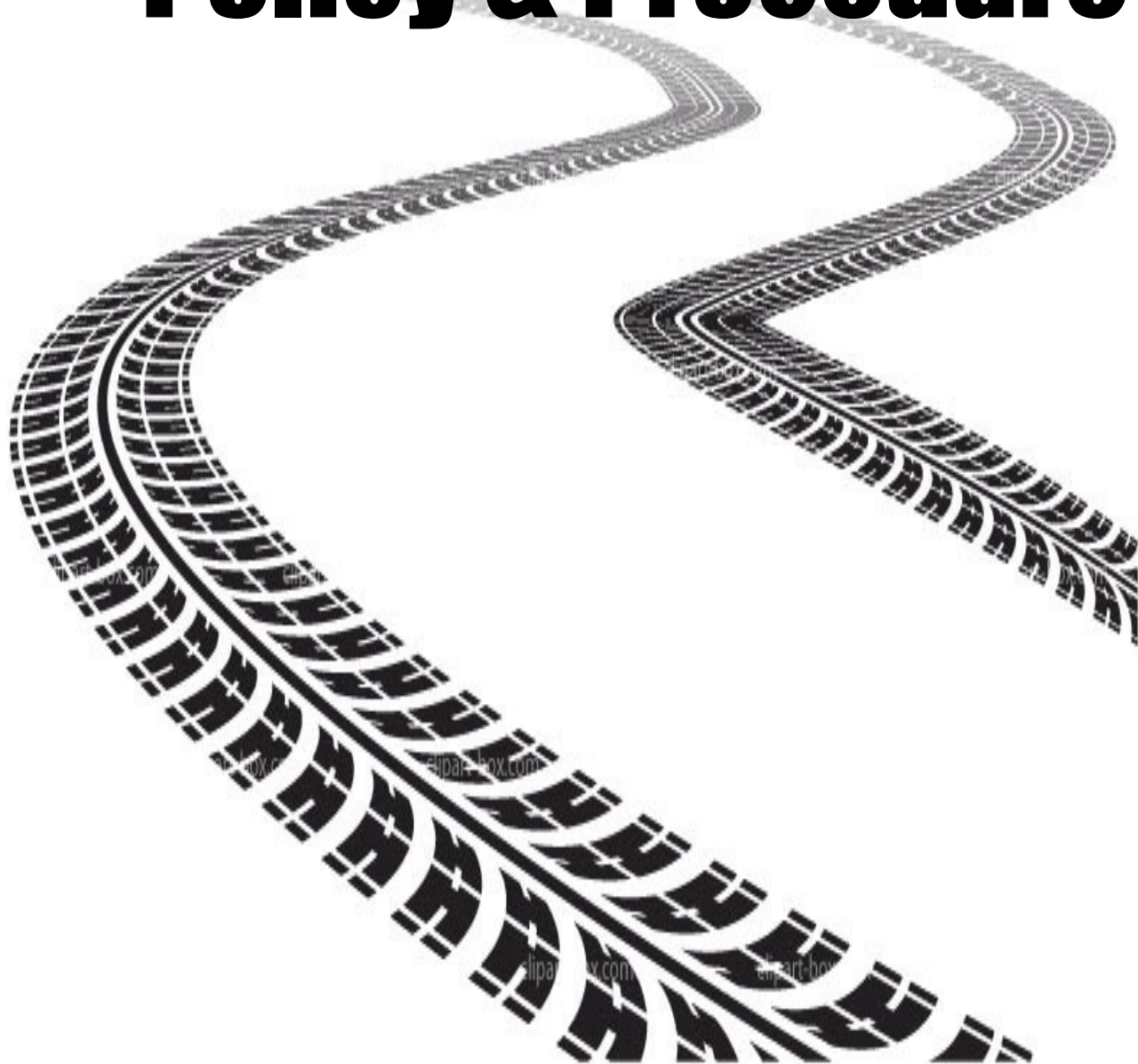




Vehicle Use

Policy & Procedure



Crosspointe Vehicle Policy & Procedure

Crosspointe vehicles were purchased to assist in all ministries of the church. The behavior of those using the vehicles shall at all times, reflect the witness of Crosspointe Baptist Church. Persons driving these vehicles are responsible for the conduct of all passengers and adherence to the following policy and procedure.

1. Church vehicles shall be used for church activities only. Any team or group using the vehicle must use the vehicle to transport to events and causes that reflect our Biblical principles.
2. Except as otherwise approved by the Transportation Team for special usage, the vehicles are for passenger use only. A minimum of four (4) passengers plus driver or maximum of fifteen (15) persons including the driver.
3. Request must be made at least two (2) months prior to event date. Requests made after two months will be considered but will be subject to availability.
4. Drivers must be at least 25 years of age.
5. Drivers must be approved by the transportation team prior to using the vehicles.
6. All drivers must be in compliance with all state licensing requirements and have a copy of their license on file in the church office.
7. No Smoking in any church vehicle.
8. Any church group using the vehicle for a special activity is responsible for cleaning the inside of the vehicle as well as purchasing and replacing the fuel to its original level. This shall be completed before returning the vehicle to the church.
9. Traffic laws shall be observed at all times. Failure to do so shall result in the revoking of the driver's privilege to drive the church's vehicles.
10. In case of accidents, notify the police before moving the vehicle and report the accident to the church office or a transportation team member. All telephone numbers are posted in the vehicle.

Process for Vehicle Request

1. Member, group, or team completes and returns a request form to the church office.
2. Request form is submitted to the Transportation Team and/or Leadership Team for review.
3. Dates requested are reviewed to ensure conflicts do not exist.
4. A member of the Transportation Team will contact you to confirm request as approved or denied. Do not make any set plans until you hear from a member of the Transportation Team.
5. Once approved vehicle keys and additional instructions may be picked up at the church office during business hours the week prior to the event. Keys should be returned to the lock box in the church entrance immediately after use.

Crosspointe Vehicle Request Form

Requesting Member Name _____

Ministry Group or Team _____

Reason vehicle is requested _____

Date(s) _____ Time _____

Name of individual(s) that will be driving _____

Please indicate which vehicle you are requesting to use (circle)...

Church Van

Church Bus

Signature _____

A current copy of the driver's (the individuals that will be driving) license must be submitted with this request.

Fuel cost are the responsibility of the ministry team or group that is using the vehicle.

Requests are considered on a first come, first serve bases.

Church Use

Date Request Received _____

Circle One...

Approved

Denied

Date _____

Vehicle / door keys checked out

Vehicle / door keys checked in