

Event Planning Page

Request for Use of Church Vehicles

Complete entire form and return to Church Calendar Coordinator in the office.
Please keep a copy of your PAGE to verify information submitted.

EVENT/GROUP NAME: _____

DESTINATION: _____

This event **REPLACES** a previously planned event

Explanation (i.e. what is changing): _____

ONE-DAY EVENT

____ - ____ - ____

Month-Day-Year

ON-GOING EVENT will be: From: ____ - ____ - ____ Through: ____ - ____ - ____
or Multiple Dates: _____

RECURRING: (Circle) Sun Mon Tue Wed Thu Fri Sat

Monthly: _____ Weekly Bi-Weekly
(1st, 2nd, etc)

Time of Departure: _____

Time of Return: _____

List on Public Calendar? Yes No

A.M. P.M.

A.M. P.M.

2015 Transit (requires Mike's approval)

Large Trailer

2015 Starcraft

Small Trailer

2003 Turtle Top

Name of Driver: _____

Driver's License # _____ Exp. Date: _____

Alternate Driver: _____

Driver's License # _____ Exp. Date: _____

NOTE: All drivers *MUST* complete the insurance form and submit a copy of their current Oklahoma Driver's License.

Person completing this form: _____ Cell/Phone: _____

NOTE: Above listed driver(s) is responsible for all care and use of vehicles. **Buses will have a full tank of gasoline upon check-out and are expected to be returned with a full tank. Please ensure all trash and belongings have been removed from the vehicles prior to check-in. Both buses have a pre and post checklist, be sure those are completed by driver. *Keys are available for check-out on day of use, after this form has been submitted. Please return the keys within 24 hours after end of use to the church office.**

I have read and understand these guidelines and the Church Bus Policy (attached). _____

(Use will not be approved without initials above)

Date submitted: ____ - ____ - ____

Placed on Calendar: ____ - ____ - ____

Alternate Driver: _____

Driver's License # _____ Exp. Date: _____

Alternate Driver: _____

Driver's License # _____ Exp. Date: _____

Alternate Driver: _____

Driver's License # _____ Exp. Date: _____

Alternate Driver: _____

Driver's License # _____ Exp. Date: _____

CHURCH VAN POLICY

Church vans shall be used for First United Methodist Church ministries only, defined as “church groups.” On rare occasion, “church related groups” may secure use of the church vans. They shall not be loaned or rented to any outside group.

Drivers must meet applicable Oklahoma state vehicle license laws and be at least 25 years of age and under 70 years of age. All drivers must register with the church insurance company by filling out the appropriate form and filing it with a copy of his or her current valid Oklahoma driver’s license in the church business office. The church reserves the right to establish a list of approved drivers. In order to be permitted to drive a church vehicle, a driver must have had no at-fault accidents on record for the current and previous years. A driver’s motor vehicle record is subject to a check through the Oklahoma Department of Motor Vehicles. All van drivers must take a “test drive” in the church van in order to have his or her van driving skills approved by the Facilities Superintendent.

Van reservations are to be made through the church office on an Event Planning Page – Request For Use of Church Vehicles. Arrangements for receiving and returning the keys are to be made in advance with the Facilities Superintendent. Keys may be picked up no sooner than the day before the van is leaving. Keys must be picked up and returned to the Welcome Desk or to the Church Office. Each group using the van must file an itinerary with the van reservation form. Also, the church office will need to know the expected return time of every group using a van.

Whenever a church van leaves with a group, a list of the names of all passengers should be left in the church office. If the trip extends overnight, emergency phone numbers for each passenger should be included. Contact names and telephone numbers, both enroute and at the final destination, should also be left in the church office.

Caravan-style driving can create dangerous traffic situations, and should not be used to attempt to keep multiple vehicles together. Each driver should be provided with a detailed map and the itinerary, showing the trip route, intermediate and final destinations, and the approximate time for each stop. If the group becomes separated, each driver should have directions to the scheduled rendezvous point.

Groups using a van will receive the vehicle clean and with a full tank of gas, and likewise, they shall return the vehicle clean and with a full tank of gas. The Board of Trustees has approved a pre-trip safety inspection to be completed each time a van is used. The driver of a church vehicle shall record his or her name, date and other requested information on the form provided with the vehicle keys, as well as fill out the Passenger Seating Chart. This form is to be returned to the Building Superintendent with the keys after the trip has been completed.

If a church van and its passengers should become involved in an accident, the well-being of the passengers is our main concern. Everyone should exit the van as soon as is safely possible and group together at a safe distance away from the van. All passengers need to be accounted for. Call for emergency services. Notify the church pastor immediately. The leader of the group should fill out a Notice of Injury Report for anyone injured in the accident. Also a seating chart and Accident Report will need to be filed with the church business administrator who will report the accident to our insurance company.

Maximum number of people allowed to ride in all vans is 15, which includes the driver.

Since our regular church vehicle insurance does not cover our vans while driven outside the U.S.A., insurance coverage must be secured in advance of a trip outside our U.S. borders. This insurance shall be for full coverage equal to our regular U.S. coverage. Full coverage is defined as:

Bodily Injury & Property Damage Liability	\$1,000,000 per Occurrence or Loss
Medical Payments	\$10,000 per person
Uninsured/Underinsured Motorist Liability	\$1,000,000 per Occurrence or Loss
Comprehensive Coverage	Actual Cash Value of Vehicle
Collision	Actual Cash Value of Vehicle

The leader of a group desiring to take a church vehicle outside the U.S.A. will need to meet with the Board of Trustees to secure written permission to take the vans and/or trailer outside the country. This group leader must also present the additional insurance policy.