

## Transportation Vehicle Use Policy

Any ministry requiring the use of the church van must complete a Transportation Request Form and submit to the Transportation Ministry Head at least 30 days prior to date of event.

Transportation Ministry Head will review request and notify the ministry contact of approval or denial within 2 weeks.

If requester has not received a response from the Transportation Ministry Head within 2 weeks, he/she should submit a 2<sup>nd</sup> request and copy the Associate Pastor.

Transportation Ministry Head, Senior Pastor, Associate Pastors or Chairman of the Board of Deacons and Trustees may make exceptions to the vehicle policy in case of emergencies (i.e., funerals).

When vehicle is returned:

- Inside of vehicle must be clean and free of trash.
- Report any problems to the Transportation Ministry Head.

Vehicle is not to be used for personal use.

Thank you for your cooperation

Morris Williams  
Transportation Ministry Chairperson



**TRANSPORTATION REQUEST FORM**

TODAY'S DATE: \_\_\_\_\_ MINISTRY: \_\_\_\_\_

REQUEST MADE BY: \_\_\_\_\_

CONTACT #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE TRANSPORTATION NEEDED: \_\_\_\_\_

REASON FOR REQUEST:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TRAVELING TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TIME: DEPARTURE \_\_\_\_\_ APPROX. RETURN \_\_\_\_\_

NUMBER OF ADULTS: \_\_\_\_\_ YOUTH: \_\_\_\_\_

**Office Use Only**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Decision made by \_\_\_\_\_

If denied, reason: \_\_\_\_\_

Driver Assigned: \_\_\_\_\_