

Jamestown Baptist Church – For JBC Members

BUS, VAN, TRAILER, REQUEST FORM

Internal Use Only (Green)

Calendar _____

Deacon Chairman _____

Today's Date ____/____/____

Event Date(s) ____/____/____ - ____/____/____

Reason for Request _____

Destination _____

Driver _____

Church Member Responsible: _____ Phone Number: _____

Request for:

Van Trailer Bus Other (specify) _____

Pickup Date ____/____/____ Time ____ am/pm

Return Date ____/____/____ Time ____ am/pm

Requirements for:

Van:

Van is to be used for church activities only. Van must be filled with same amount of gas and must be cleaned (free of trash, vacuumed, etc.).

Log your information in the Driver's Log Book (include your name, date, purpose, mileage, etc.)

Van seats must be put back in and attached properly.

Bus: (minimum of 12)

Bus is to be used for church activities only. Bus must be filled with same amount of gas and must be cleaned (free of trash, vacuumed, etc.) Log your information in the Driver's Log Book (include your name, date, purpose, mileage, etc.)

Trailer:

The church trailer may be used for church ministry or for transporting rented church equipment.

Trailer must be cleaned inside, in original working order, and left empty.

You are responsible for the proper connections for trailer lights.

Approved by: _____

Certified Bus Drivers (For JBC Bus)

Clyde Sarver

Tim Worth

Rog Vande Bunte

Sandy McGregor

Ted Jones

Chris Gillespie

Derek Boonstra

Tyler Boonstra

Brandon Van Strien

Jamestown Baptist Church – For JBC Members

BUS, VAN, TRAILER, REQUEST FORM

General Guidelines:

1. The intent of this policy is:
 - To ensure that our equipment is treated with the utmost care, so that it will be useful for many years to come - to the glory of God.
 - To make as little work for others as possible in cleaning, upkeep, and repairs.
 - To establish how, when, by whom, and at what cost (if any) the equipment may be used.
2. Requests for Equipment are to be made at least two weeks in advance (preferably more).
3. You will be contacted to make arrangements for pick up/return dates and times.
4. The driver of the van **MUST** be a responsible adult at least 21 years of age & not older than 70.
5. Alcoholic beverages and smoking are not permitted in the van, bus or trailer.
6. This Request Form may be revoked at any time by the board of Jamestown Baptist Church even after approval.

The person or group using the equipment shall indemnify and hold blameless Jamestown Baptist Church from any and all liabilities or responsibilities arising from an incident in the use of the vehicles & equipment, it being understood and agreed that the church assumes no obligations respecting the usage of the vehicles & equipment by the person or group. Evidence of satisfactory liability insurance may be required.

I have read and agreed to all the terms of this Request Form:

Signature of Person Responsible: _____ **Date:** _____

Person Responsible received copy of this form?

JBC BUS RULES:

1. All drivers must have proper licensing and certifications.
2. A minimum of 12 passengers is required for bus use.
3. Bus may only be used for church groups, functions, or activities.
4. Groups under 18 years of age must have an adult besides the driver.
5. User group responsible for obtaining their driver in advance.
6. User group responsible for cleanup.
7. Use of the bus, is on a first come first serve basis based on deacon approval via sign-up sheet.
8. Every passenger must be seated while the bus is in motion.
9. Lengthy trips may require driver compensation by the user group.
10. User group is responsible for their own fuel.
11. Drinks must have closed lids. No alcohol.
12. No flammable materials or lighters allowed on the bus.
13. No pets allowed
14. Passengers: Indoor voices, be courteous, limbs stay inside the bus.
15. Driver responsible for before & after trip safety check, as well as lock/secure bus.