

**First Baptist Church**Transportation Policies

Transportation Ministry Team

The Transportation Ministry Team consists of First Baptist Church members who have an interest and desire in creating and maintaining a quality system of transportation that effectively supplements the ministries of First Baptist Church, Jefferson City.

The Church Administrator serves as the staff liaison to the Transportation Ministry Team.

FBC Transportation Policies

1. The FBC Transportation Ministry Team will have the final authority in any matter regarding the administration of the church vehicles, to include the church vans, the trailer and the maintenance truck.
2. The FBC vehicles are for use by the ministries of FBC first and foremost. The vehicles are not to be used by church members or church staff for personal reasons. The ministry team reserves the right to give approval to ministries outside FBC requesting use of the vans.
3. The following qualifications must be met before an individual is allowed to drive an FBC vehicle:
	* *Drive must have a valid state driver’s license; be at least 25 years of age and a member of FBCJC;*
	* *Driver must complete a training and observation session in a church bus and be approved by a member of the Transportation Ministry Team;*
	* *Driver must complete the required insurance information form and have it on file with FBC and with Church Mutual Insurance Company;*
	* *Paid FBC staff must have a current, valid Class E license.*
4. Forms for reserving church vehicles must be requested through the receptionist in the church office. Reservations are on a first-come, first-serve basis with FBC ministries taking precedent over organizations outside FBC. Requests to use the vehicles must be approved and, therefore, should be submitted at least two weeks in advance of the event date. If the receptionist must arrange for an approved driver, requests for drivers must be made at least two weeks in advance of the event date.
5. Requests for use of the maintenance truck must be cleared by the Director of Maintenance and should only be used for church ministry and missions.
6. Vehicles may not be used to transport individuals to locations that are not befitting and in line with the Mission, Vision and Values of First Baptist Church.
7. Groups using the vehicles are responsible for fuel compensation and returning the vehicles in a clean condition. Groups are asked to either return the vehicles with a full tank or to give appropriate financial compensation to the bus ministry account. The only ministries exempt from this request are the Children, Student and Sunday/Wednesday ministries. If a van is left in an unsatisfactory state, the ministry or organization using the van may lose van privileges.
8. The designated leader(s) of the ministry or organization using the church vehicle(s) are responsible for enforcing the rules and regulations as stated in the guidelines posted in each van. These rules include:
	* *No more than 15 individuals in one bus while the bus is in motion and no more than 10 individuals in the van while the van is in motion;*
	* *All riders must be in their seat and should wear seat belts while the vehicle is in motion;*
	* *All drivers must complete the “Driver Safety Check List” and the “Vehicle Log” prior and after every trip.*
9. When a mission of First Baptist Church purchases a vehicle and assumes the financial responsibility for said vehicle, they will be responsible for adhering to the transportation policies of First Baptist Church and our insurance company. If the mission should one day become an autonomous church, the vehicle(s) that they have been financing will be deeded to them.
10. These policies are subject to change or revision when in the opinion of the Transportation Ministry Team such changes and revisions are necessary.

Vehicle Maintenance Policies

1. The Transportation Ministry Team, with the assistance from the FBC Maintenance Staff, is responsible for the overall maintenance of the church vehicles.
2. The maintenance staff is responsible for making sure that vehicles are fueled and ready for approved requests.
3. The vehicles will be inspected semi-annually for safe mechanical operations.
4. The Transportation Ministry Team recommends a seven-year plan for upgrading our vehicle fleet. Seven years from the year that a vehicle is purchased, it is recommended that First Baptist Church make every effort to replace the vehicle with a new one.
5. Any church vehicle that is sold must have the FBC name removed before possession is given to the buyer.

Reserving an FBC vehicle

1. Call the First Baptist Church receptionist to reserve an FBC vehicle. Please know the exact dates and times of the reservation; the purpose and destination of the request; the number of passengers anticipated; and how many vans you will be requesting.
2. Recruit an approved FBC driver or enlist the receptionist to recruit one for you. A master list of approved drivers will be on file with the receptionist.