

Vehicle Usage Policy

Southcliff Baptist Church
4100 SW Loop 820
Ft. Worth, Texas 76109

Administration:

Vehicles owned and/or leased by Southcliff Baptist Church will be the responsibility of the Properties Committee. The Director of Maintenance will have responsibility for maintaining the vehicles.

Purpose:

Church vehicles are provided as a service ministry for the enhancement of all church ministries.

Policies:

1. Use of the vehicles will be limited to Southcliff sponsored organizations and activities. Requests from Tarrant Baptist Association or other such groups will be decided by Associate Pastor of Administration based on the appropriateness and scheduled usage of the vehicle.
2. Vehicles shall be scheduled by filling out the "Scheduling an Event" form accessible from the church website (www.Southcliff.com) or by contacting the church office. Keys and folders with pertinent information are to be checked out and returned during regular office hours.
3. Persons operating the vehicle shall:
 - a. Be at least 21 years of age unless otherwise specified for a leased vehicle.
 - b. Hold a valid drivers' license of appropriate class.
 - c. Authorize the church business office to check driver's Motor Vehicle Record.
4. Adequate supervision is required for all trips.
5. Vandalism or intentional damage may be charged to the person or group responsible for the damage.
6. Any accident should be reported to the proper authorities as well as the Associate Pastor of Administration as soon as is safely possible.

7. Fines for violations will be the responsibility of the driver.
8. Use of alcoholic beverages, tobacco, or other inhibitors is prohibited.
9. Vans are to be cleaned within twenty four hours of their return by the person responsible for checking it out.
10. All citations are the responsibility of the driver. In the event the fine is charged to the church, the driver is responsible for reimbursing the church the full amount of the fine and fees.
11. The Associate Pastor or Property Committee may suspend or revoke driving privileges of any driver at any time.

05/20/2009

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Statement of acknowledgment and receipt

I acknowledge that I have read and understand the Vehicle Usage Policy of Southcliff Baptist Church. I acknowledge that I have received a copy of this document.

Signature

Date

Last 4 digits of Social Security Number

Please submit a copy of the front of your valid Texas Driver's Licenses.