

TRANSPORTATION POLICY
BIRMINGHAM AND BERKLEY FIRST
Revised June 2025

A. USE OF THE CHURCH VEHICLES

The church vans and Endowment Express bus may be reserved for activities that are sponsored by Birmingham and Berkley First. Personal use of church-owned vehicles is not permitted.

Drivers must be approved before driving the church vehicles. Ministry Driver Screening forms are available in the church office and on the church website, and should be completed once per year for each driver.

When transporting children, youth or vulnerable adults, the driver must have a background check on file. Permission forms are available in the church office and on the church website. Completed forms must be submitted to the Human Resources Coordinator at least one week in advance of the event.

RESERVING A CHURCH VEHICLE

A Vehicle Reservation Form (available in the church office) is to be used when requesting one of the church vans or the Endowment Express bus. This form should be completed each time you want to reserve one of the vehicles for your group. The first time any group uses one of the church vehicles for a new ministry activity, the staff liaison for that group must approve the request.

Return the form to the church office, where your request will be considered. Please note that we require the driver's name at the time of your reservation. **If the driver is not known at the time of the reservation, the name must be provided prior to departure.** It is your responsibility to make sure the driver is approved to drive the church vehicle.

When taking an overnight trip, two approved drivers are required for each vehicle.

Vehicle requests may be made at any time. All requests submitted early for the next year will be reviewed beginning October 1 and groups will be notified by October 15. For insurance purposes, preference will be given to groups transporting children and youth. All other requests will be given equal consideration. If there is a conflict between requests, we will call the contact persons to consider alternatives. Requests made after September 30 will be accommodated when dates are available.

If your request is approved, we will return the original to the contact person, keeping a copy for our files. It is the responsibility of the contact person to give the approved copy to the driver.

If your plans change and you no longer need the vehicle(s), please inform the church office immediately.

The driver should carry the approved form in the vehicle when driving. It shows that they are authorized to be driving the vehicle. On the reverse side, it also lists the rules and regulations regarding vehicle usage, and what to do in case of an emergency. **No texting or talking on a cell phone while driving the church vehicles.**

Please take a moment to review the attached rules for vehicle usage. It is important that we all follow these simple rules. Especially note that each group is responsible for:

1. Gasoline usage.

- **Local Trips:** *Groups making local trips should collect \$5 per person for gasoline/maintenance or fill the tank before the vehicle is returned.* Please build this cost into the trip fee. When depositing trip money, please make sure to indicate which portion of the money was collected for gas.
- **Longer Trips:** *Groups making longer trips should fill the tank before the vehicle is returned.* Please build this cost into the trip fee. When depositing trip money, please make sure to indicate which portion of the money was collected for gas.
- **To Staff:** If money is not collected or the tank not filled, gasoline costs will be deducted from your budget.

2. Making sure the vehicle is clean upon return.

3. There is a place on the Vehicle Reservation Form to request that the custodians remove and replace seats for you. You may not remove seats on your own.

If you have any questions, please contact the Director of Administrative Services.

B. USE OF PERSONAL VEHICLES

When transporting children, youth or vulnerable adults in personal vehicles, the following guidelines must be followed:

1. The driver must have a background check on file. Permission forms are available in the church office and on the church website. Completed forms must be submitted to the Human Resources Coordinator at least one week in advance of the event.
2. A Ministry Driver Screening form must be on file in the church office, **along with proof of insurance.** A new form must be completed each year. Forms are available in the church office and on the church website.

SIMPLE RULES FOR VEHICLE USE

It is your responsibility to make sure the driver is approved to drive the church vehicle. Ministry Driver Screening forms are available in the church office and on the church website, and should be completed once per year for each driver.

1. Keys and clipboards may be checked out in the church office during office hours, or at other times by prior arrangement. The clipboard and keys always travel together.
2. Keys and clipboard should be returned to the church office *as soon as you return* from your trip. If you plan to return after the building is closed, return them when the office opens the next morning.
3. Record your name, destination and beginning mileage when you leave for your trip. Record your ending mileage before returning the clipboard to the office.
4. Keep the vehicle at least as clean as you found it. If you find a way to leave it even cleaner, we thank you for your kindness.
5. Don't take things that don't belong to you. Please keep all safety equipment, ice scrapers, step stools, pens, etc. that you find in the vehicle where you found them.
6. Please drive safely. Talking on a cell phone or texting while driving are strictly prohibited.

WHEN RETURNING THE VEHICLE:

1. Make sure gas tank is full. **PLEASE REFILL WHAT GAS YOU USE or deposit funds at \$5/person for gasoline/maintenance costs.** Do not return the vehicles with an almost-empty tank.
2. All garbage should be disposed of and the vehicle should be clean.
3. Park the vehicle in the east parking lot.
4. If you notice any problems with the vehicle, please file a report with the church office upon your return.

IN THE EVENT OF AN EMERGENCY OR AN ACCIDENT:

Contact the local police and then the church office at 248-646-1200.

After office hours, contact Tony Kotwicki at 248-396-8963.

Tow vans to Dean Sellers Ford, 2600 W. Maple Rd, Troy, MI 48084, (248) 643-7500

Tow bus to Hoekstra Transportation, 555 Oliver Dr, Troy, MI 48084, (248) 244-8942

Vehicle registration and insurance information is kept in the storage compartment in each vehicle.

A first aid kit and flares are also provided in each vehicle.