

# Bus or Van Transportation Request Form & Policy

## Candlelight Christian Fellowship

**Important Instructions:** This application requires approval either by our Senior Pastor, Executive Pastor or Facility Manager whenever the bus or van is requested for an offsite event. Please submit this form **4 weeks prior to the event for approval along with a Candlelight Offsite Event Form**. After review of your proposed offsite event and transportation request form, we will contact you to let you know if it's approved. If you are the driver, a copy of your driver's license is required before the request will be approved.

Today's Date: \_\_\_\_\_

Vehicle request:  Bus (18 seats available – minimum of 9 persons)  Van (10 seats available – minimum of 5 persons)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Starting Name & Address: \_\_\_\_\_

Destination Name & Address: \_\_\_\_\_

Approximately how many miles round trip: \_\_\_\_\_

Expected # of Riders: Adults: \_\_\_\_\_ Children under 18: \_\_\_\_\_

Please give a description of the event: \_\_\_\_\_

### Driver Information:

- I need a driver from Candlelight pool of drivers  
 I have a driver (must have prior Candlelight Certification, ages 25 to 70)

Name of Driver: \_\_\_\_\_ **Please note: No CDL is required to drive the Bus or Van**

Idaho Commercial Driver's License (CDL) #: \_\_\_\_\_  I have attached a copy of my CDL if applicable\*

State & Driver's License #: \_\_\_\_\_  I have attached a copy of my driver's license\*

**\*Copy of CDL or Driver's License is required**

- I have read the Church Bus or Van Use Policy on the back of this form

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Medical Transport Requests Only  
(Must be ambulatory. We cannot accommodate wheelchairs)

Reason for Request: (Doctor's appointment, etc.) \_\_\_\_\_

Appointment time and approximate length: \_\_\_\_\_

Medical Issues (Anything we should know): \_\_\_\_\_

Emergency Contact Phone #: \_\_\_\_\_

Doctor Contact Phone #: \_\_\_\_\_

-----Official Use Only-----

Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Not Approved By: \_\_\_\_\_ Date Not Approved: \_\_\_\_\_

Reason Not Approved: \_\_\_\_\_

## Church Bus or Van Use Policy

The following policy applies to the use of all vehicles belonging to Candlelight Christian Fellowship (CCF). Please treat the Church's vehicles with respect while using them, be considerate to other groups, ministries or staff who will be using the vehicles. God has blessed us tremendously with these vehicles and we are called to be good stewards over everything He has given us.

### General Policies:

1. Only licensed drivers who are between the ages of 25 and 70, unless they have passed the CDL physical and who are members or pre-approved by Facilities Manager.
2. Requests for use of church vehicles will be honored on a first-come, first-served basis. CCF reserves the right to refuse use of its vehicles to any group or individual without explanation.
3. Staff and/or members may not keep copies of the vehicle keys in their possession. All keys must be returned to the front desk or facilities manager immediately upon return
4. When possible requests should be made 4 weeks in advance of intended use.
5. Use of church vehicles for personal purposes is prohibited.
6. Smoking and consuming alcoholic beverages and other controlled substances in any CCF vehicle is prohibited.
7. Drivers may not use cell phones in any capacity while operating church vehicles.
8. The maximum capacity of the van is 10 people, a minimum of 5 persons is necessary to authorize the use of the van. The bus has a capacity of 18 people, a minimum of 9 persons are necessary for its use.
9. The Church reserves the right to remove any driver from the approved driver list.

### General Guidelines:

1. Drivers must drive responsibly at all times and follow all parking and traffic regulations, including the speed limit. Multi-passenger vans are known to be top heavy and are susceptible to rollover if sharp turns are made at high speed.
2. The driver is responsible for any traffic or parking ticket while using the church vehicle.
3. It is preferred that church vehicles not be operated during inclement weather.
4. Upon returning vehicles, trash and debris should be removed and the exterior should be in reasonably clean condition.
5. Any maintenance needs or accidents/damage to church vehicles should be reported to the facilities manager immediately. For all traffic accidents, a police report must be completed and a copy requested from the appropriate law enforcement agency.
6. Children younger than four years of age or under three feet tall must ride in child safety seats.(not provided by CCF)
7. All passengers must be seated and in their seat belts at all times if equipped, while the vehicle is moving. There may not be more passengers in any vehicle than the number of seatbelts in the vehicle. For example, if there are 8 seatbelts, there should only be 8 passengers.
8. Keys may be obtained from the facilities manager upon approval prior to vehicle use.

I have read and understand the rules regarding the use of the church vehicles for Candlelight Christian Fellowship. I assume responsibility for the following of these rules and agree that my status as a registered driver of church vehicles is solely at the discretion of the facilities manager.

\_\_\_\_\_  
Driver Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver Signature

5725 N. Pioneer Drive, Coeur d'Alene, ID 83815 (208) 772-7755

[www.candlelightfellowship.org](http://www.candlelightfellowship.org)

June 5, 2015