



**First Presbyterian Church**  
**302 West Whitner Street ~ Anderson, SC 29624**

**Transportation: Bus / Van / Trailer Request Form**

Date of the Request: \_\_\_\_\_

**PLEASE PRINT**

Organization or Individuals Making the Request:

\_\_\_\_\_

Type of Vehicle Needed: Bus – 3 Available (14 Passengers / 1 Driver) and/or  
 Van - for Cargo Only and/or Enclosed Trailer – 1 Available

State the number of Vehicles required: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date(s) Bus/Trailer is Required: \_\_\_\_\_ to \_\_\_\_\_

Will the Vehicles be at the Destination Location the entire time or Returned to the church between the start date needed and the return date – please specify:

\_\_\_\_\_

Estimated Miles to and from the event: \_\_\_\_\_

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

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Church Function or Church Sponsored Group:  Yes or  No

\_\_\_\_\_

Person(s) in Charge: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Mobile): \_\_\_\_\_

I have read the guidelines for using one of the First Presbyterian Church Vehicles (pages 2 & 3 of this document) and I agree to adhere to these guidelines. I also certify that I have completed the Driver's Safety Course to meet all Insurance Guidelines and I have not more than one minor traffic violation within the past 3 years. Please return the keys to the church office or place in the drop box.

Signature or Person Requesting: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

**Office Use Only:**

Vehicle Assigned: \_\_\_\_\_ Keys Picked Up: \_\_\_\_\_ Keys Returned: \_\_\_\_\_

Return this form to the Administrative Assistant  
 E-mail: [Information@FPCAndersonSC.com](mailto:Information@FPCAndersonSC.com) OR Fax: 864-225-2552 OR by Mail.



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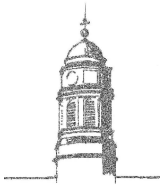
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### Guide Lines for Groups and Persons using FPC Buses:

- Drivers of vans are required to satisfactorily complete a Driver Safety Training program and obtain a certificate of successful completion. Designated individuals will administer this program and subsequent testing. The business manager maintains a list of van drivers approved by the church and insurance company.
- Drivers approved must be a minimum of age 25 and no older than 70 and have no more than one minor moving violation in the past three years.
- The "Request for Use of Church Van or Bus" form – Page 1 of this document, should be completed and returned to the church office approximately one week before any use of a vehicle. All requests are on a first-come, first-serve basis.
- Drivers are to complete a pre-trip maintenance check that can be found in the trip log notebook provided in each vehicle.
- At the time of use, trip information is to be recorded on the "Trip Log" which can be found in each vehicle.
- Van is for cargo use only. All seats have been removed except for driver & front seat passenger.
- Buses - Do not exceed 14 passengers (Driver makes 15.)
- Busses must never pull a trailer of any type, such as a U-Haul
- The use of seat belts is required for all occupants
- Drive conservatively, never drive in excess of posted speed limit
- Keep the van gas tanks as full as possible to lower the vehicles center of gravity
- Any difficulties or problems with the van or bus are to be reported to the church office as soon as possible.
- The use of a church bus should be restricted to church purposes only, not for personal use. These vehicles are intended for group activities and not for individual use.
- Communicate safety procedures to all occupants. The driver has the authority to stop a vehicle and address the passengers if guidelines are not being followed or for any reason that the driver could become distracted.

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- A leader should be present with passengers, in addition to the bus driver.
- Safety items carried on the vehicle should include the following
  - Cell Phone (not to be used while operating vehicle)
  - First Aid Kit
  - Fire Extinguisher
- Please return the vehicle keys to the church office after use.
- Individuals and groups using the church bus are expected to return the vehicle in clean condition and with **full tank of gas** for the next user.

### Cleaning of the Vehicle

The general rule is to “Clean up after yourself.”

#### Interior:

##### Floors:

- Vacuum carpet (debris, mud, crumbs, grass, etc)
- Sweep vinyl floors (please do not sweep debris onto carport!)
- Mop vinyl floors – if needed (mud, etc.)
- Wipe up any spills from console or elsewhere.
- Trash: Remove all trash (cups, bags, wrappings, etc.)
- Seats: Vacuum debris off (crumbs etc.)

#### Exterior:

##### Body:

- Wash mud, dirt, grass, and etc. off the vehicle
- Clean bugs off windshield

##### Tires:

- Wash if driven in mud, dirt, or grass

Clean up of vehicle should be done within a reasonable amount of time after returning the vehicle from the trip or outing.

You will be contacted if the vehicle is not found to be in acceptable condition after the return of your trip.

These guidelines and regulations are not meant to be confining, but are necessary in order to insure the church vehicle that you want to use will be in suitable condition when you are ready for your trip and will offer you a clean environment and safe traveling experience!

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