

VEHICLE USE

guidelines and information



How do I request use of Westmeade vehicles?

Active church members may complete a Vehicle Use Request Form which can be found at WestmeadeBaptist.org under the Resources link.

These forms are reviewed weekly (usually Tuesdays) by the church staff and evaluated in light of ministry purpose and other scheduled use. You will be notified once your request has been processed. The church reserves the right to reschedule use of vehicles should a ministry scheduling conflict arise.

Restrictions

- You must be 25 years or older to drive the church vehicles
- A copy of your valid Driver's License must be turned into the office and on file
- Children (birth - 5 years) are not allowed to ride in Westmeade vehicles due to insurance regulations

Vehicle Keys

Keys may be checked out at the church office during office hours (Monday - Thursday, 8am-4:30pm) and should be returned to the Church Office the next business day following use of the vehicle.

Supervision

*Adequate supervision is needed for youth/children

1 adult to 5 children (6 - 9 years)

1 adult to 10 children (10 - 18 years)



Vehicle Return Checklist

- Remove trash and discard in dumpster
- Vacuum as needed
- Fill tank with gasoline
- Park in designated area and lock doors
- Return vehicle keys to church office
- Advise church office of any problems related to the vehicle