



Policies and Procedures for Transportation

The policies and procedures for usage of Israel Baptist Church transportation are as follows:

- If a ministry leader desires to have transportation for an event or activity they must first complete and submit a transportation form at least 2 weeks before the date needed. Forms are located within a box next to mailboxes in the ministry room. Please read the instructions located at the top of the form carefully. Upon submitting the form, you will receive a follow up phone call in regards to the submitted form. During the conversation, please inform of any specific accommodations needed. On the day of the event or activity, please inform the driver of any tolls or parking fees that may apply. In addition, also notify the driver of any changes that need to occur throughout the trip.
- No one is to operate any vans or buses without officially being on the insurance policy of the church.
- Any need to operate the van or bus outside of regular approved use must be approved by the ministry leader.
- In the event of any dissatisfaction with transportation please address concerns with ministry leader. Communication is important.



Marion Thompson