



TRANSPORTATION MINISTRY VEHICLE POLICY & PROCEDURE

Purpose of Vehicle Policy:

To provide a written process to be followed by all Ministry Leaders when requesting any of the Springfield Baptist Church vehicles.

Policy:

- The Church Busses are scheduled on a first come, first served basis.
 - The Operations Department will need a two-week notice before the event.
 - Any changes or cancellations must be reported to The Assistant Director of Operations (as soon as possible) in writing prior to the event.
 - Requests can be given to Assistant Director of Operations, placed in The Operations Department's mailbox in Administration area for pick up or submitted to: operations@sbcgrowth.church.
 - Requests received after 3:00pm will count as the next business day.
 - The church office will not accept any phone requests for the bus.
 - The turn-in or acceptance of this form does not automatically guarantee approval. There may be reasons as to why your request(s) may not be approved. For example, the bus is being serviced, a trip is already scheduled for a trip on the date you requested, or a driver cannot be located for the time requested.
 - It is our goal to inform you of the bus availability within 48 hours of receipt of the form. Remember, requests received after 3:00pm will be considered the next day's receipt.
 - Approvals/Denials will be given via email or on Realm.
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***Springfield Christian Academy & Springfield Summer Camp**

****Springfield Christian Academy & Springfield Summer Camp will take precedence over all field trip requests during the school year as well as the summer months. Any exceptions must be received from the Senior Pastor or the Executive Leadership Team.***

