

POLICIES & PROCEDURES

Progressive Baptist Church Trustee Ministry is asking that all van drivers follow these guidelines:

1. All van usage must be requested, and approved by Trustee Board, or Liaison of this ministry.
2. Please request van(s) at least two (2) week before engagement, if possible.
3. A minimum of six (6) passengers (not counting driver) is required to use one (1) van, and a minimum number of twenty (21) passengers (not counting two drivers) is required to use both vans. If these requirements are not met another means of transportation must be used.
4. Only Progressive Baptist Church members are allowed to ride vans (unless approved prior to the engagement.)
5. Passengers are not to be picked unless it is in route to engagement (Example: group traveling to Opelousas and picking someone up in Broussard or Breaux Bridge).
6. Driver(s) and head of the auxiliary using the van(s) are responsible for returning van(s) full of gas, and the removal of all items and trash (**Rental also**).
7. Gas Card will be given to group leader upon approval of van usage.
8. Please make sure that all lights are turned off and keys and cards should be returned to the office upon arrival (office or drop-box). If vans is being used on weekend keys are to be picked up by 4pm on Fridays.
9. All receipts must be turned in to the office. Trustee Transportation Liaison will review receipts prior to submitting for payment.
10. Drivers for vans must be on the Progressive Baptist Church approved driver list, and the list will be reviewed periodically.
11. Pickups for ministries should be within a 10-12 mile radius.
12. Transportation form must be completed and submitted to office upon return of trip
13. Vans will not be allowed to travel out of state.

*The Trustee Liaison or board must approve and NO exceptions to the above rules.

Thank you, and God Bless
Trustee Ministry