

## **Guidelines for Usage of FCCC Vehicles**

*In order to provide you with excellent service concerning the church vehicles here at Faith Chapel Christian Center, we ask that you follow these guidelines when checking out a vehicle. Prior to the usage of a church vehicle, please complete the Van Training Course. Contact Facilities at [facilities@worddome.net](mailto:facilities@worddome.net) to be scheduled for the Van Training Course at least two weeks before your desired travel date. If this course has been completed once before there is no need to attend it again.*

### **Vehicles Usage for Local Business and/or Ministry Purpose Trips**

- **Employees Process:**

- Sign out the vehicle and receive the key from the receptionist in the main lobby at Campus A. Vehicles are signed out based on availability unless reserved in advanced.
- You will find the vehicle parked besides the Campus A Main sanctuary building. Once you return with the vehicle, we ask that you park the vehicle at the same location.
- Remove all items you transported in the vehicle before you sign-in and return the keys to the main lobby.
  - Make sure all items and trash are removed before key(s) are returned
  - Pick-up and return times should be within normal operating hours which are Mon-Fri 8:30-5:00pm unless otherwise specified in reservation.

- **Vision Partner Process:**

- Complete the vehicle reservation form found at [www.faithchapel.net/forms](http://www.faithchapel.net/forms) and submit to [facilities@worddome.net](mailto:facilities@worddome.net) at least 1 week in advance of the requested day.
- Sign out the vehicle and receive the key from the receptionist in the main lobby at Campus A on the confirmed reservation date. The scheduled pick-up time will need to be within normal operating hours which are Mon-Fri 8:30-5:00pm unless otherwise specified in reservation.
- You will find the vehicle parked besides the Campus A Main sanctuary building. Once you return with the vehicle we ask that you park the vehicle at the same location.
- Remove all items you transported in the vehicle before you sign-in and return the keys to the main lobby.
  - Make sure all items and trash are removed before key(s) are returned
  - The return time will need to be within normal operating hours which are Mon-Fri 8:30-5:00pm unless otherwise specified in reservation.

***Just Be: Worship, Word, Witness***

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[www.faithchapel.net](http://www.faithchapel.net) | (205) 785-WORD (9673)

## Vehicles Usage for Long Distance Business and/or Ministry Purpose Trips

### • Employee and Vision Partner Process

- Complete the vehicle reservation form found at [www.faithchapel.net/forms](http://www.faithchapel.net/forms). Please submit the form to [facilities@worddome.net](mailto:facilities@worddome.net) 30 days in advance, so that there will be enough time to service the vehicle(s) before pickup.
- Sign out the vehicle and receive the key from the receptionist in the main lobby at Campus A on the confirmed reservation date. The scheduled pick-up time will need to be within normal operating hours which are Mon-Fri 8:30-5:00pm unless otherwise specified in reservation.
- You will find the vehicle parked besides the Campus A Main sanctuary building. Once you return with the vehicle we ask that you park the vehicle at the same location.
- Remove all items you transported in the vehicle before you sign-in and return the keys to the main lobby.
  - Make sure all items and trash are removed before key(s) are returned
  - The return time will need to be within normal operating hours which are Mon-Fri 8:30-5:00pm unless otherwise specified in reservation.

### Reservation Information:

You are now able to reserve FCCC vehicles in the EMS system as you would a room.

- To reserve a vehicle through EMS:
  - Select your group.
  - Select your date and time.
  - Select specific room.
  - Select the vehicle(s) of your choice
- Please leave facilities a note as to the purpose for the vehicle(s) you want to reserve.
- Please book 30 days so that facilities can service the vehicle(s).
- Fleet available for reservations:
  - Ford F-150 Pick-up Truck (2 passengers)
  - Toyota Tacoma Pick-up Truck(2 passengers)
  - 13 Passenger Van (Dark Blue only)
  - 13 Passenger Shuttle Buses (3)
    - Shuttle buses are utilized on Sunday's and therefore cannot be reserved for weekend trips.

### Other Things to Remember

- Notify facilities of any vehicle issues as soon as possible at [facilities@worddome.net](mailto:facilities@worddome.net).
- If you drive a church vehicle and it is low on gas; notify facilities about the vehicle or if you have a gas card please fill up the vehicle. Facilities will make sure that all vehicle(s) reserved are full of gas upon pickup.
- If a vehicle is involved in an accident, notify the police as soon as possible. If the vehicle is not drivable, call Faith Chapel Christian Center to arrange for someone in facilities to pick you up. ***Do not leave the scene of an accident and do not admit fault.***
- Church vehicles are for church business only and not personal use.
- Drive safely
  - Be aware of other drivers
  - Obey the traffic laws
  - Do not text while driving
  - Utilize an earpiece when using your cell phone and driving

Know that when you are driving Faith Chapel Christian Center vehicles, you are representing "The most loving church in all the world".

Thank You,  
Facilities