

## Bridge City Church Vehicle Use Policy

### Reserving a Bridge City Vehicle

**All church vehicles needs to be reserved and approved in Planning Center Resources prior to use.**

To reserve a vehicle using a web browser:

- Login to PC Resources
- Open your campus's folder
- Open the **Facility Requests** folder
- Click the **New Event** button, name your event, and select the date and time of the event, and click the **Create** button
- On the next screen, select **Resources** from the right panel, then click on the **North Braddock** folder. You can find church vehicles under the **Misc.** subfolder. Drag the vehicle resource to where it says **Resources not in a room:**
- Under **Questions**, the name of the person/people that will be driving the vehicle must be listed. **Your request will not be submitted if this is not listed!**. Click **Create**, and you are all done!

To reserve a vehicle using the Planning Center Resources app:

- Login to PC Resources
- Open your campus's folder
- Open the **Facility Requests** folder
- Click the **New Event** button, name your event, and select the date and time of the event, and click the **Create** button
- On the next screen, select **add a room or resource**, then click on the **Resources** tab. Select the **North Braddock** and the **Misc.** subfolder. Select the vehicle resource.
- Under **Questions**, the name of the person/people that will be driving the vehicle must be listed. **Your request will not be submitted if this is not listed!**. Click **Create**, and you are all done!

### Picking up the Vehicle

- Anyone that is driving the vehicle must have a current driver's license.
- Only one passenger other than the driver of the vehicle is permitted.
- Keys for the church vehicles are kept in the North Braddock office.
- If the vehicle needs gas, turn in the receipt with a reimbursement request form to the Accounting department. Reimbursement requests can be found in the church office.

### Returning the Vehicle

- The vehicle must be completely unloaded once it is returned unless authorized in advance by the Facilities Director.
- All trash should be emptied before the vehicle is returned.
- If the vehicle is in need of any service, or if anything is broken, please contact the Facilities Director.
- Vehicles should be parked on the gravel ramp or in the side gravel lot at North Braddock when not in use.