

Rosedale Bible College

Vehicle Usage Guidelines

- All Drivers must be approved by the Dean of Students or Business Manager before beginning trip.
- **No Driver younger than 18**
- The driver will communicate to all occupants RBC's requirement to wear seat belts at all times.
- Drivers may not use cell phones or text while driving.
- Nothing is to be loaded on roof.
- Drivers are to obey all traffic laws
- Drivers must be rested and discontinue driving if not alert.
- Any passenger may immediately call into account the Driver if they feel their safety or the safety of other passengers is being jeopardized. Report concerns to the Dean of Students or Business Manager.
- Review vehicle preparedness checklist
- Notify the maintenance department verbally or at (shop@rosedale.edu) if anything needs repair or attention.
- Driver may not use headphones or similar devices while driving.
- Seat van occupants from front to back.
- Record date/name/purpose/destination/mileage in *Mileage Log* located in each vehicle.

Vehicle Check List

- Check fuel and other gauges before leaving campus.
- Walk around vehicle for visual check before beginning trip. Check for under inflated tires, fluid leaks or items that would cause concern for travel safety. Notify the Maintenance Department immediately if anything needs attention.

When on tour-Check oil level when fueling vehicle

- Check tire inflations, doors, lights, turn signal and brake lights before beginning the day's trip

Driver Questionnaire

NAME _____ AGE _____ BIRTHDATE ____/____/____

What year was you first issued a drivers license? _____ State _____

Do you carry a valid driver's license? Yes _____ No _____

List extra endorsements _____

License # _____ State issued _____ Expiration Date _____

List any restrictions?

Have you had any vehicle accidents? No _____ Yes _____

Explain:

Have you had any moving traffic citations? No _____ Yes _____

Explain:

How much experience have you had driving vans, minivans, cars or other equipment?

Do you authorize Rosedale Bible College to do background checks?

No _____ Yes _____ Initial

I have read and agree to follow *Rosedale Vehicle Usage Guideline.*

Yes _____ No _____

Signature: _____ DATE: _____

Approved: _____ DATE: _____

VAN _____ MINIVAN _____ CAR _____