

# North Roanoke Baptist Association

## Handyman/Disaster Relief Trailer Assignment Form

Church Name: \_\_\_\_\_ Date(s) of Use: \_\_\_\_\_

Church Member Operating Towing Vehicle: \_\_\_\_\_

Drivers Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Project Description and Location: \_\_\_\_\_

### Trailer Use Policy

#### Trailer Use Accessibility:

A trailer Assignment Form must be completed and left at the office before check-out.

Trailers are available on a first-come basis for member churches that are in good standing (financial support and Annual Church Profile completion within the previous year).

#### Insurance Coverage

The association maintains insurance coverage for the trailers and their contents.

The individual towing the trailer automatically assumes the trailer liability coverage

Responsibility while the trailer is being transported and while connected to the towing vehicle

The church is responsible for the liability insurance coverage for the trailer and the tools and equipment it contains. (It is recommended that churches add umbrella liability coverage to their insurance policy which can be obtained at a minimal price)

#### Essential Use Procedure

Volunteers using the tools/equipment must be over the age of 18.

Teams must designate a person to be responsible for the tools.

Do not leave scrap materials in the trailer after the project is completed.

#### Safety Check List:

Trailer exterior: lights, doors, tires/pressure, secure locks, check hook-ups/chains

Trailer interior: know location of needed tools and properly return when finished.

Use non-ethanol gas in equipment. Leave gas containers empty when the job is completed.

Upon return give recommendations for tools/equipment needed or should be replaced.

Driver has read the Trailer Use Policy \_\_\_\_\_

Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_