

Loaner Information Form

BMTM has vehicles for missionaries while home on furloughs, emergency medical leaves, and home for paperwork upon availability of the vehicles. If you need a 15 passenger van, there are additional requirements from our insurance company. You are required to watch a video and then pass an online test over that information covered on the video. The test is fairly simple and goes right with the video. This can all be watched online at a web site and the test taken at that web site.

Vehicles can only be driven by those authorized by our insurance carrier between the ages of 25 and 70. Age can be less or more if notified early enough and our insurance company will grant a special permit for that driver. If the driver is under 25, they will have to have a clean record from the Department of Motor Vehicles. If over 70, and you will be driving a vehicle for a long period of time, you will be required to have a good health reference from a doctor. If husband and wife will be driving we will need information for both persons. If anyone in the past three years has been convicted of multiple (two or more) driving violations, our insurance carrier will not insure you as a driver on our vehicles.

Our vehicles have been gone over thoroughly by our mechanic and made road worthy for long travels. We try to test them on the road for extensive use to make sure they are ready to leave for a trip.

Vehicles will have to be picked up and dropped off in Harrisonville, MO unless we have notified you otherwise. Upon advance request, overnight accommodations can be available for picking up and dropping off of vehicles. If you are flying in to pick up a vehicle the closest airport is Kansas City International Airport (MCI). We can arrange for someone to pick you up at the airport with advance notice.

Towing of a trailer is only allowed with prior approval. If any damage is done to a vehicle by towing a trailer, you will be responsible for that damage. You will be required to do extra maintenance on the transmission and brakes. Tire chains are not allowed on our vehicles, unless it is mandated by state law that you have to use them.

Our vehicles are not to be driven by or occupied by anyone who is using or under the influence of alcohol or any type of non-prescription drugs. No Smoking is allowed in the vehicles.

We prefer loaner request to be filed 6 months to 1 year in advance, although you can request a vehicle at anytime. A set up fee of \$100.00 is required to reserve a vehicle and used for administrative cost. If BMTM cannot provide a vehicle, BMTM will refund the \$100.00. If you don't need the vehicle and it was held for you, the set up fee is not refundable. We try to keep the vehicles scheduled all the time to help keep the cost down.

The missionary is responsible for each and ALL repairs under \$150.00. All repairs over \$150.00 must be approved by BMTM prior to repair. **If BMTM is not notified BEFORE the repairs, the missionary will be responsible for the complete cost of the repairs.** For any repairs that cost over \$150.00 and have been approved by BMTM, the missionary will be responsible for the first \$150.00 and BMTM will pay the remainder. This is for each occurrence. If a key with a security chip installed in it, or a remote is damaged or lost, you will be responsible for replacement. Each chip key is generally \$50.00 to \$100.00 and each remote is \$30.00 to \$60.00, one key/remote combination set is \$130.00, along with the cost of programming. Longer term and high mileage users will be responsible for all brake work along with tire replacement.

Cost to use a BMTM vehicle is as follows. Cars and minivans are *\$335.00 per month, partial months are \$15.00 per day. Full size vans are *\$375.00 per month, partial months are \$20.00 per day. Payment is due on day of pick up with monthly payments due on that coinciding date. *cost subject to change, we will notify you in advance.

Each vehicle has full coverage insurance provided with it. **The deductible for these vehicles is \$250.00 per incident. This deductible is to be paid for by you if an incident occurs.** If any damage is done to a vehicle, please take pictures of accident including both vehicles. Please get detailed pictures of damaged areas. Please be sure to get all the information from the other vehicle(s) involved, be very detailed about this information. There is an insurance packet included with the vehicle that has paperwork to fill out in detail if involved in any accident. If you would like to have tow coverage on the vehicle, you will have to sign up with a company like AAA on your own or be responsible for the tow bill.

Initials _____