

VEHICLE USE (VAN)

Van Check-out Slip

1. Reservations for using the van must be scheduled through the office manager as far in advance as possible.
2. The van may only be used for church-related functions. Personal use of the vehicle voids the insurance coverage.
3. If the van is not clean when picked up, report it to the Building & Grounds Committee before taking the van. Each user or ministry using the vehicle is responsible for cleaning it before returning it to the church.
4. Make sure the fuel tank is full upon return to the church.
5. While driving late into the night may sometimes be necessary, users should avoid scheduling late hours as much as possible.
6. Any mechanical problems should be reported to the Building & Grounds Committee.
7. Everyone in the van **MUST** wear a seat belt. It's the LAW! Failure to do so can result in liability by the church.
8. Return the van key and gas credit card to the church office by the next church service.
9. Give gas receipts to the church treasurer by the next church service.
10. Repeated failure to follow this policy will result in the loss of the privilege of using the van for your group or ministry.
11. Read and sign the National Highway Traffic Safety Administration (NHTSA) Advisory (Page 35).
12. **DO NOT** use a cellular phone while operating the van under any conditions. If you must use a phone, pull over and stop first.

I have read and understand these instructions.

Signature

Group/Ministry

Revised June 2009