



Church Van / Vehicle Policy

- The church Van and any associated transportation equipment exists to enhance the ministry of PSUMC. It is to be operated by PSUMC approved persons and will be use solely for the purpose of PSUMC ministry activity.
- Any group requesting to use the van or equipment must file a request with the church office and the van / equipment will be placed on the calendar for such use. The pastor or a member of the Board of Trustees must approve the request before it becomes official.
- Drivers who operate the van or other church equipment must be at least twenty –five (25) years of age and be approved by the PSUMC insurance carrier. To request approval as an driver / operator, submit your driver’s license number and date of birth to the church office.
- The driver / operator is responsible for:
 - a. Check keys out & in from church office
 - b. Check oil, tires and complete a walk-around inspection before leaving
 - c. Record trip destination and mileage in the log book
 - d. Seatbelt use is mandatory for all passengers
 - e. Child restraint seats are required for all children and must be provided and installed by the child’s parent
 - f. Driver /operator must observe all state law and is responsible for any and all traffic violations
 - g. All trach must be removed from the van / equipment upon return
 - h. Safeguard keys and lock van / equipment
- Any trip planned over one hundred fifty (150) miles away from PSUMC must be approved by the Board of Trustees.

- All keys to the van / equipment are to be kept in the church office.

Policy Approved on 1/31/2005

Curtis Roberts, Chairman of Trustees

Policy Revised on _____

Chairman of SPPRC

Chairman of Board of Trustees