



VAN POLICY

General: The van is for church groups to be used to attend related functions, meetings, or business. The van needs to be reserved in advance through the church office.

Capacity: Groups should have a minimum of 5 people and a maximum of 15. Passengers are required to wear seatbelts at all time while traveling.

Range: There are no mileage restrictions.

Drivers: All drivers must have a current drivers license and be on the approved drivers list from our insurance provider. This list is in the church office.

Before Use: A general inspection should be done before use. This should include checking tire pressure, oil level, radiator fluid, washer fluid, transmission fluid, lights/signals, mirrors and body condition. Any problems should be corrected prior to use.

After Use: All trash, equipment and supplies should be removed, the floors swept out or vacuumed, any spills wiped up, the exterior will be washed and the fuel tank will be filled. If the rear seat was removed it needs to be put back. Any problems will be reported to the church office or the Chairman of the Trustees.

Towing: No towing is allowed.