SUMC VAN USE POLICIES

The van shall be stored in the pole barn. The van key ring contains a pole barn key.
The keys are available from the church office.
Please inform the church office if the van is not found clean so that the previous users can then be informed.
All drivers must be approved (form available in church office)
      Some of the Approval Requirements are 21 years of age, a valid
      Driver's License and a good driving record.

Van use is limited to church related activities that would include but not be limited to
  the following or similar uses:

Mission trips	Scouts
Choir trip	Youth outings
Circles	Conferences
Sisters in Faith	Moving items and equipment i. e. fair booth, band instruments

      Sunday morning worship pick-up service - such as the Whitcome Towers
      The Trustees may approve other uses.

The van is intended to transport groups as opposed to individuals and
each person or group using the van is responsible for their own gasoline.
Scheduling will normally be on a first come basis - sign up through the church
      office, but priorities will be established.
Any scheduling conflicts will be resolved by the pastor with two Trustees.

The consumption of food or drinks is not allowed in the van.

The following Items need to be checked before using the van for a trip.
      If you are unable to perform this task, contact the church office at least
      three days prior to your departure and a Trustee will do this for you.
         tire pressure and condition
         fluid levels - oil, windshield washer fluid, transmission, brake fluid level
         look for cracked or broken belts
         Trustees provided oil and other fluids are available in the pole barn
         report any problems to the church office as soon as possible

Please leave the gas tank full or nearly full (at least 3/4) when the van is returned.
The Trustees also request that you clean the van both inside and out after use.

Please sign and provide the following: Today's date: _____

mileage: starting _____ ending _____

Signature: _____

Purposed van use(**destination**): _____

Requested van use date/s: _____

Request approved by: _____