



2000 Evangel Circle, Guntersville, AL  
Phone 582-6906

## **VAN USE GUIDELINES & POLICY**

The following guidelines have been established in an effort to provide consistency in the use of the vehicle(s) and regular maintenance. These guidelines must be followed to avoid damage, injury, or abuse to the vehicles, facility and/or its users. The purpose of Van Use Guidelines is to establish a fair process for the use of the vehicles to as many members and staff as possible and to maintain a consistent process for management and maintenance of the vehicle(s).

1. Requests for van(s) will be honored on a first-come, first-served basis.
2. Van requests should be scheduled at least two weeks prior to the actual date of intended use.
3. For insurance reasons, only those who are over 25 years of age and are on the list of registered drivers for van use may drive the vans. Those who are approved must present a current copy of their driver's license to have on file in the office. Registered drivers must also have a clean driving record for the past 3 years.
4. Drivers must drive responsibly at all times and follow all traffic regulations, including the speed limit. 15-passenger vans are known to be top heavy and are susceptible to rollover if sharp turns are made at high speed.
5. There must be 5 or more passengers for each trip in order to request a van. For less than 5 people, a ministry may use a personal vehicle and with the ministry leader's approval, turn in travel expenses & gas receipt(s) for reimbursement.
6. Once usage is approved, the van key and clip board (with Trip Log, insurance information & Passenger Liability forms) can be picked up at the office prior to the trip.
7. It is the Ministry Leader's responsibility to have a completed Passenger Liability/Emergency Contact Form for every passenger and provide a copy of the completed forms to the church office prior to the trip. There are no exceptions!
8. The person checking out the van key and clipboard is **FULLY RESPONSIBLE** for returning the key and clipboard to the church office upon return.
9. The fuel tanks should be kept at adequate levels at all times. It is the driver's responsibility to return the van with sufficient fuel and turn in all fuel receipts.
10. Upon returning vehicle(s), please remove trash and belongings from interior, and vacuum if it is dirty.
11. Report any maintenance needs and/or accidents/damage immediately to the Senior Pastor or church office.
12. If the van requires immediate service, had been involved in a traffic accident, or is damaged in any way, it must be reported to the Senior Pastor or church office immediately. If the van is damaged as a result of negligent use, the individual responsible may be required to pay for any necessary repairs. For all traffic accidents, please contact the police and obtain a police report.

13. Children younger than four years of age or under three feet tall, must ride in child safety seats.
14. All passengers must be seated and in their seat belts at all times while vehicle is moving.
15. There may not be more than 15 people on the van. The vans will accommodate a driver and 14 passengers.
16. Smoking, eating and drinking is prohibited at all times in any of the vans.
17. Drivers should not talk on their cell phones while operating the vehicle.
18. Drivers who have had serious and/or repeat accidents may be removed permanently from the Registered Driver List.
19. The Ministry or group using the van is responsible to read and adhere to these policies.
20. Please treat the vans with respect while using it, and return them in a clean condition. Please be considerate to other groups, ministries or staff who will be using the van(s). Everyone's cooperation is needed to keep this valuable resource in good shape for many years to come.