

Rules Governing the use of the Church Van(Bus)

1. The vehicles will be assigned to a specific driver and it will be that individual's responsibility to see that the vehicle is maintained properly.
2. Individuals must be at least 25 years of age and either be a church Staff or a church member with a valid driver's license.
3. Bus reservation forms are located on the church website and in the copy area of the 100 Hallway.
4. The vehicles must be reserved through the Extended Child Care office. Please see or email Norma Harrington at norma2007@verizon.net
5. Once forms are received and dates verified with no conflicts they will be placed on the calendar.
6. Once dates are on the calendar the Van committee will be notified of usage. They will check the bus prior to use, and inform Norma when check is completed.
7. When planning summer trips please have dates to Norma no later than the last week of February. The Extended Child Care starts confirming their summer trips March 1st.
8. The vehicle registration, insurance and roadside assistance cards will be kept in the clear pouch over the driver's seat.
9. Please read over the roadside assistance information maintained in the log book in case needed.
10. Please use care when operating these vehicles realizing they are Church property and should only be used for Church activities.
11. The driver will be issued a key and a log book for each vehicle prior to use. Check over the vehicle and note any damage you see inside and outside of the vehicle. This is for your protection. Please fill out all areas in the log prior to departure and upon return.
12. There should be no eating or drinking in the vehicle except water. Please reserve eating for breaks on long trips to maintain the integrity of the interior of vehicles.
13. After each use, fill the gas tank or top off the tank. The tank should be maintained at full. The church has a credit account with Crossroads fuel/Sunco at Mt Pleasant Road and Centerville Turnpike.
14. The vehicles should be free of any trash or debris. Wipe down the seats and surfaces. Sweep all dirt from the floors. Items needed to clean, will be stored in the rear of the vehicle.
15. If you note any issues with the vehicle please let Norma know upon return of the keys and log book.

By signing you agree to the terms of this Bus usage agreement.

Signature of Approved Driver

VAN RESERVATION FORM

DATE : _____

Person making request: _____

Contact # _____ Email _____

Group: _____ Purpose for request:

Reservation must be completed and submitted for each vehicle requested.

Vehicle being requested:

Adult Friendly Bus with extra storage Y / N

Child Friendly Bus with limited storage Y / N

Date vehicle will be picked up: _____

Date vehicle will be returned: _____

When requesting you will be asked to review and sign a Bus Agreement prior to use. A valid Driver's License will be verified.

Office Use:

- Form was reviewed and placed on the calendar Y / N

- Form was reviewed but there was a conflict with usage of vehicle. Y / N