

**1. Van Use**

- 1.1. The church vans should only be used for church related functions.
- 1.2. Any church group wishing to use the church vans should submit a request to the Van Committee.
  - 1.2.1. The Van Committee will make the decisions on what trips the church vans can be used for.
  - 1.2.2. The Van Committee will post a schedule of dates that the Church Van has reservations.
- 1.2 Any group that uses the vans will leave them clean and with a full tank of gas upon return from their trip.
- 1.3 The Van Committee will maintain the approved van driver list and will be responsible for submitting driver information to the insurance carrier.
- 1.4 Fuel, Repairs & Maintenance
  - 1.4.1 Fuel
    - 1.4.1.1 May be charged at Family Grocery or;
    - 1.4.1.2 Paid for by driver and reimbursed by church.
  - 1.4.2 Repairs will be coordinated by the Van Committee.
  - 1.4.3 Maintenance will be coordinated by the Van Committee.

**2. Drivers**

- 2.1. Will submit their driver information and a copy of their driver's license to the Van Committee.
- 2.2. Will observe and obey all traffic laws while operating the church van.
- 2.3. Will not park the church vans in a place that would be deemed inappropriate for a church van.
- 2.4. Will ensure that the passengers follow the van rules.
- 2.5. Will ensure that vehicle inspections are performed for the church vans.
- 2.6. Will ensure that the church vans are cleaned upon return from a trip.
- 2.7. Will ensure that the church vans are not returned from a trip with an empty fuel tank.

**3. Passenger Rules**

- 3.1. All passengers must wear seat belts.
- 3.2. Any passenger under the age of five or less than 45 pounds must be in child restraint seats.
- 3.3. No gum, tobacco products or alcohol are allowed on the vans at any time.
- 3.4. All passengers will obey the van driver.

**4. Variance**

- 4.1. Any variance from this procedure requires church approval.

**5. Budget**

- 5.1. The Van budget will be set annually by the Budget Committee.

**6. References –****6.1. Bylaws**

- 6.1.1. Article 6 Section 15
- 6.1.2. Budget-Article 11
- 6.1.3. Finance-Article 11

**6.2. Policy & Procedures**

- 6.2.1. Budget-
- 6.2.2. Finance-

**6.3. Job Description**

- 6.3.1. None

#### **6.4. Forms**

- 6.4.1.** #LCBC-FM-VAN1 [Driver Information Form]
- 6.4.2.** #LCBC-FM-VAN2 [Optional-Van Inspection Form-Gray Van]
- 6.4.3.** #LCBC-FM-VAN3 [Optional-Van Inspection Form-White Van]
- 6.4.4.** #LCBC-FM-VAN4 [Van Driver List]
- 6.4.5.** #LCBC-FM-VAN5 [Van Reservation Request Form]

#### **6.5. Work Instructions**

- 6.5.1.** None