

VAN USE GUIDELINES

The purpose of BLBC vans is for the furtherance of God's work. Requirements for checking out a van are based on need and necessity of church members and church organizations. Use of vans has to be church related.

1. The newer van is to be used for trips in excess of 100 miles round trip.
2. The older van(s) is to be used for trips of less than 100 miles round trip.
3. There shall be a minimum of six church members on the van.
4. Use of church vans is restricted to church members except where a church activity includes non-members.
5. To reserve a van, each group of church members shall have one designated person authorized to reserve a van. That person's name will be given to the church secretary. That person is the only one authorized to reserve a van.
6. It is the responsibility of designated drivers to make sure that the van has a full tank of gas and is cleaned up when it is returned to the church. Keys will be returned to the church secretary as soon as possible.
7. These rules are waived on Wednesday night when the vans are used for Seneca Gardens, and to pick up church members being brought to church.
8. Responsibility for upkeep of vans is with the van maintenance committee to maintain good, dependable transportation. They are in charge of clearing or not clearing a van for trips. Therefore, each driver will report any mechanical problem to this committee.

RENTAL OF VANS FOR CHURCH USE

Every effort shall be made to prevent renting two vans on the same day. The Church Council will publish a quarterly calendar indicating church activities. Rental of vans will be for longer distances and/or when more than one good van is required. One person from each Sunday School Class or Department or Council will be designated to rent a van.

Payment of rentals should come from that group's budgeted funds or cost for rental will be collected from each person make the church related trip.

It is noted that Mission Trips may require the rental of one or more vans due to number of people going and their luggage.

GUIDELINES TO FOLLOW WHEN CHECKING OUT VANS

DATE: _____

Driver's Name

Destination / Use

Pre-Trip Mileage _____

Post-Trip Mileage _____

Number of Passengers _____

Van Condition Pre-Trip

Outside _____ (Clean / Dirty)

Inside _____ (Clean / Dirty)

Van Condition Post-Trip

Outside _____ (Clean / Dirty)

Inside _____ (Clean / Dirty)

Key:

Checked Out In Office _____

Returned To Office _____

Driver's Signature

Person In Charge of Trip

Please note any condition of vans that was not proper or needs attention:

*This form is to be used in conjunction with van use guidelines attached.

*Please return the completed form along with the van key or keys to the church office.