



ST. MARY'S EPISCOPAL CHURCH

108 West Farriss Avenue • High Point, NC 27262 • (336) 886-4756
www.stmarysepisc.org

USE OF CHURCH VAN REQUEST FORM

ACTIVITY INFORMATION

Activity:

Date(s): (mm/dd/yy)

Number of People Needing Transportation:

Destination:

Time(s) van will be picked up:

Time(s) van will be returned:

Driver Information:

(Attach a photo copy of each driver's license if not on file with the church office):

GROUP INFORMATION

Group/Person Making Request:

Responsible Party:

Address:

Phone:

Contact Person for Group (If Other Than Responsible Party):

Address:

Phone:

AGREEMENT

I have read the conditions outlined on the *Guidelines for Church Van Use* and agree to abide by same, and to make every effort to ensure that all drivers and passengers do likewise.

Signature of Responsible Party

Date



GUIDELINES FOR CHURCH VAN USE

DRIVERS

- ❖ All drivers must be at least 25 years of age.
- ❖ All drivers must have a clean driving record (no moving violations or chargeable accident within the last 3 years).
- ❖ All drivers must have a valid driver's license on record in the church office.
- ❖ All drivers must be approved by an appropriate staff member.
- ❖ All drivers must be familiar with van operation.
- ❖ All drivers are responsible for completing the van "check list" before and after each trip, noting any problems on the list.

OPERATING RULES

- ❖ Be sure the vehicle is properly parked in the church parking lot under a light.
- ❖ Use parking brake.
- ❖ The driver and all passengers must wear seat belts. Children of appropriate age must be secured in car seats (not furnished by the church).
- ❖ There is to be no standing nor should arms or heads be out of the vehicle when it is moving.
- ❖ Clean up trash: candy wrappers, food wrappers, drink cups – anything that can spoil the interior, or was not in the van before its use.
- ❖ Turn everything off – interior lights, radio, heating/cooling system, etc.
- ❖ Lock all doors and windows.
- ❖ No smoking or consumption of alcohol is allowed in the van.
- ❖ Passengers and driver count should never exceed maximum usage as stated by the manufacturer of the van (currently 12).



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- ❖ Make sure van is filled with regular gas at the end of your trip prior to returning to the church. If arrival at church occurs when van cannot be filled with gas, make arrangements to have it filled. Each group is responsible for paying for its own gas. If reimbursement is coming from a committee or ministry team, fill out the appropriate reimbursement form and submit it to the church office.
- ❖ Vehicle keys are to be returned to the church office immediately after the trip is completed. Do not keep or duplicate keys. All vehicle keys are to be kept in the church office.
- ❖ Mileage and destination information must be logged in the log book.
- ❖ Written permission from parents of children and youth will be necessary before they can ride in a church vehicle. Emergency information and authorization to provide emergency medical care for each rider who is a minor will be kept in the vehicle.

RESERVATIONS AND SCHEDULING OF VEHICLE

- ❖ The vehicles must be reserved in advance through the church office. Vehicle is reserved on a first come, first serve basis.
- ❖ The key to the vehicle is signed out in the church office and must be returned with the checklist when the trip is completed.

CARE AND MAINTENANCE

- ❖ All care and maintenance of the van is the responsibility of the Brotherhood of St. Andrew. If there is a problem with the operation of a church-owned vehicle, it should be reported to the church office and/or the chair of the Brotherhood of St. Andrew.
- ❖ When the van is returned, all trash and items for the particular use of the outing must be emptied from the van. If there has been a spill, it is to be cleaned.
- ❖ Any damage to the interior or exterior of the van is to be noted and reported to the church office and/or the chair of the Brotherhood of St. Andrew.
- ❖ Report any first aid items that were used and what needs to be refilled.