

Westview United Methodist Church Church Van Usage Guidelines

1. The van is for use by members of the Westview United Methodist Church congregation only.
2. Drivers of the van will be required to:
 - a. Have a valid Tennessee State Drivers License.
 - b. Be checked out in operation of the van by a Trustee.
 - c. The church van operator must be over 21 and not older than 70 years old and hold a class d drivers license. Operators must not have any health problems or physical impairment such as serious heart conditions, amputations, seeing or hearing deficiencies. Operators between 25 & 65 are allowed one moving violation or one at fault accident in the last 3 years. Operators between 21 & 25 or 65 & 70 are allowed none. Anyone with a physical handicap must be approved through our insurance carrier before operating the van.
3. A roster of approved drivers will be maintained in the church office with copies of their State Drivers Licenses.
4. Trips in excess of 200 miles round trip or out of the State of Tennessee will require approval by the Trustees.
5. **Prior to departure** on all trips, the driver or responsible adult, will complete a **Church Van Trip Report** which will provide the following information:
 - a. Destination and reason for the trip.
 - b. List of the names of all passengers.
 - c. If possible a phone number where passengers may be reached at the destination or in transit.This report will be placed in the Trip Report folder in the trustee's mailbox.
6. A **Church Van Usage Report** will be completed and filed with the Church Secretary at the conclusion of each trip. The reports are located on a clipboard in the van.
7. The church's Ford van, like other vehicles of its design, is subject to rollover if not maintained and loaded properly. Tire pressure must be checked and maintained at the level suggested by For. This is particularly true of the rear tires. Loading of the van should always be from front to rear with heaviest individuals forward. Never allow rear-only passenger loads.
8. At the completion of the trip, the trip report should updated and any problems or comments on the operation of the van added to the report.

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9. The van must be left clean and fully fueled at the end of each trip. Fuel costs are to be arranged by the trip participants. Failure to prepare a trip report, or clean and refuel the van will result in the driver being removed from the approved roster. Reinstatement will be at the discretion of the Trustees.

10. Participants on all trips are expected to conduct themselves in a manner becoming of a communicant of the Westview United Methodist Church.

11. No alcoholic beverages or tobacco products will be allowed in the van.