SOLID ROCK BIBLE CHURCH
POLICY AND PROCEDURES

<u>MINISTRY VAN USE</u>

ITEM: 2.18.3
EFFECTIVE: May 1, 2009
LAST REVISION: Nov. 02, 2016

- Church insurance policy restricts the use of vans to **MINISTRY** and **CHURCH BUSINESS** only.

- Van driver's age requirements: Minimum age 21 years, maximum age based on ability and at the discretion of leadership but cannot exceed 70 years of age.

- Vans are insured to a maximum capacity of 15 passengers.

- For **MINISTRY** use, submit a completed Ministry Activity Request Form to the office at least (1) week prior to requested date. If driver is not on the approved driver list, please also submit copy of driver's license and personal proof of insurance. For **CHURCH BUSINESS** use on any given day, contact Business Manager directly.

- Business Manager will verify that designated driver is currently on the approved regular driver's list. If not, and if designated driver will be driving vans more than twice a year, their license and proof on personal insurance coverage, will be run through insurance agency for clearance.   Once driver is cleared, Business Manager will contact ministry leader or designated driver to make arrangements for key pick up and key return.

- Once the office receives the Ministry Active Request Form, the van availability will be confirmed and activity and use of the vans will be posted on the Google Calendar.

- Ministry leader or driver will receive a packet containing van documents and the van log. Log **MUST** be filed out at the beginning and end of each use.

- Before returning van, clean van out and remove all trash.

- Return the van with at least 3/4 tank of gas and ready for the next use. See Business Manager for reimbursement of gas expense if needed. If gas is not replaced, the ministry's budget that used the van last will be charged to fill tank.

- Vans are shared by all ministries and church activities. **Please return all keys and van documentation as soon as activity is done.**

- Failure to comply with this policy will result in the loss of van privileges.

I have read and understand the above stated policy and by signing commit to abide by its terms and conditions.

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Name   Date   Ministry