

Disciples Christian Church Agreement Check List for Van Use

Van Responsibility

The driver must sign this agreement indicating that they have read and understood the van checklist and policies.

The driver will be the person responsible for the van and its passengers, to ascertain that church and van use policies are followed, and that the van is operated in accordance with state laws.

Picking up the van

Pick up the van satchel bag in the church office. The satchel contains keys, van credit card, van mileage log book, copies of van operation policies, and other items or information pertinent to the operation and use of the van.

Before scheduling a trip of more than 200 miles, check with the Trustees to ensure that the following are functioning appropriately or at the appropriate level:

- Tire pressures, including the spare (check the owner's manual or tires for appropriate levels)
- Oil, wiper, and coolant fluid levels
- Lights and turn signals
- Horn
- Windows (clean and clear of any visual distractions)
- If any problems are found, notify a Trustee immediately

Enroute

A van credit card is in the van satchel bag. **The van credit card or cash payment (obtain a receipt for reimbursement) can be used for fuel and emergency maintenance only.** The driver is responsible for any accidental or unapproved charges to the church credit card.

Each time the van is stopped for servicing, record the mileage, number of regular gallons of gas purchased, and the cost and date in the log book. Put a copy of the credit card slip in the van satchel, or a re-imbusement request in the Treasurer's box.

If repairs are required enroute, rely on your own good judgment as to the amount and put it on the van credit card if possible. Otherwise charge to a personal credit card, or pay cash (obtain a receipt), and ask for reimbursement after returning from the trip.

If at any time during the trip an indicator light or gauge indicates a mechanical problem with the van, pull over and STOP. Check the owner's manual for information and obtain assistance if needed.

Returning the van

Complete the required information in the van log book (such as starting and ending mileage, driver, date, van problems, etc.).

If the fuel gauge indicates the tank is less than one half (1/2) full, fill the van with regular unleaded fuel and record the mileage, gallons, cost and date in the van log book.

Clean the inside of the van by picking up any trash and wiping up spills with a damp cloth.

Reinstall any seats, seat belts, etc. that may have been removed prior to your trip. Ask for assistance if you are unsure about how to remove or reinstall seats, and when lifting the seats.

Lock all doors and windows.

Return the van satchel to the church office along with written descriptions of any problems you may have encountered while using the van.

The van should be returned to the church after every use except in special circumstances pre-approved by a Trustee.

Safety

The driver is responsible for the safety of the van and its passengers.

Drivers shall not text or read texts while driving. Phone use by the drivers should only occur while the van is pulled over and stopped, or parked.

Safety belts must be worn by the driver and all passengers at all times while the van is in motion.

Passengers are not allowed to stick hands, feet, etc. out of the windows and will remain seated at all times the van is in motion.

Backing up in congested areas should be done with one person outside the van to direct the driver.

All traffic laws must be obeyed. Any fines levied for traffic violations will be paid by the driver.

Inclement Weather

In the event of inclement weather where the Bartlesville schools are closed, the van shall not be utilized. Driver discretion may be used for weather related conditions where the Bartlesville schools remain open.

Miscellaneous

Tobacco products, open containers containing alcohol, and illegal drugs are not allowed in the van.

Procedures outlined in the Van Use Policy and Check List for Van Use must be followed to assure safe, economical operation of the van. Copies are in the van glove box and the van satchel.

Agreement

I, the driver, have read and agree to abide by the terms and conditions laid out in this document.

_____	_____	_____
DRIVER PRINTED NAME	DRIVER SIGNATURE	DATE
_____	_____	_____
TRUSTEE PRINTED NAME	TRUSTEE SIGNATURE	DATE