

Highland United Methodist Church
VAN USE REQUEST

**In requesting the use of this vehicle, I acknowledge that I have completely read and fully understand the attached Driver Eligibility Policy and Use Guidelines. It is in full compliance to these standards that I make my request.
ALL REQUESTS MUST BE MADE 7-10 DAYS IN ADVANCE (first come, first serve).**

Signature X _____ Date _____

Printed Name _____ Phone _____

Trip Info

Date desired _____ Leave Time _____ Return Time _____

Destination _____

Route to be taken _____

Number of Persons (not to exceed 12) _____ Pulling Trailer: Yes _____ No _____

Purpose of Van Usage _____

Group or Person Requesting Van _____

Responsible Driver (approved by Trustees) _____

Drivers License Number _____

Pre-Trip Inspection

Date completed _____

Fuel _____ Oil _____ Tires _____ Lights _____ Brakes _____

General Inspection (existing damage?) _____

Mileage _____

Signature of Inspector _____

Printed Name _____



Highland United Methodist Church
VAN USE REQUEST

USE REQUIREMENTS

- All Drivers MUST BE PRE-APPROVED by Trustees.
- Van is to be used for CHURCH ACTIVITIES ONLY.
- Drivers MUST OBEY ALL TRAFFIC LAWS.
- Vehicle MUST BE RETURNED CLEAN WITH FUEL AND OIL FULL.
- Van MUST BE CLEAN & PARKED IN PARSONAGE GARAGE upon return (**see * below**).
- Person or Group using van MUST REPLACE FUEL (**see * below**).
- NO USE OF ALCOHOL OR DRUGS.
- Use discretion and caution during adverse weather conditions.
- Vehicle NOT FOR OFF ROAD use.
- REPORT ALL DAMAGE to the Trustee's IMMEDIATELY (248.887.1311).
- Person requesting vehicle shall be RESPONSIBLE FOR IT.
- LONG TRIPS – You MUST HAVE OTHER APPROVED DRIVERS to help drive so that NO ONE DRIVES LONGER THAN 3 HOURS AT A TIME.
- ADULT SUPERVISION (other than driver) MUST BE PROVIDED while transporting children.
- All passengers MUST REMAIN SEATED while vehicle is in motion.
- All passengers MUST WEAR SEAT BELTS.
- ESCORT YOUNG CHILDREN across roads when entering or leaving the vehicle.
- All persons under 18 years of age MUST HAVE SIGNED PERMISSION SLIP to be in vehicle.
- Van is NOT TO BE USED FOR HAULING anything that may damage the interior.

DRIVER ELIGIBILITY POLICY

- All drivers MUST POSSESS A VALID DRIVERS LICENSE.
- All drivers MUST FURNISH THEIR DRIVING RECORD FROM THE STATE.
- All drivers MUST BE OVER 25 YEARS OF AGE.
- All drivers MUST HAVE KNOWLEDGE OF ALL SAFETY FEATURES OF VAN (Trustees can provide prospective drivers with a safety feature learning lesson).
- ANY DRIVER PULLING A TRAILER MUST HAVE EXPERIENCE.
- All drivers MUST HAVE ACCESS TO A CELL PHONE in the vehicle in case of an emergency.

* Fuel cost can be reimbursed by using a check request form, or the money can be requested in advance from Petty Cash (see Pat Mulder). Any gas or cleaning that needs to be done once the vehicle has been returned will be charged to the using ministry's budget account.

