

Grandview Christian Church

300 University Parkway
Johnson City, Tennessee 37604 ~ 423-928-7866
Rules and Guidelines for use of Church Van
(02/08/2009)

1. Schedule Van

- a. To avoid conflict in scheduling use of the van, a notebook with a calendar and reservation forms for reserving the van is located in the copier room (near Dana Miller's office.)
- b. Fill out the reservation form and submit it to the church office. Reservations will be on a first come basis. If conflicts arise, they should be worked out between the two parties. It is expected maximum effectiveness of the van is the most important issue.
- c. At the time the reservation form is filled out, the trip needs to be marked on the van calendar. This will also help in preventing conflicts. The trip should be scheduled for its duration with a beginning and ending day and time.
- d. The Property Ministry Team ultimately approves the use of the van. That is why it is important to complete and return a reservation form.
- e. Unless special approval is given by the Property Ministry Team, use of the van is restricted to transporting people to/from church sponsored events for which five (5) or more people need transportation.

2. Select a driver

- a. Drivers of the van must have a Tennessee driver's license (or driver's license from home state) and must be at least 21 years old. Copies of the driver's licenses need to be submitted to the church office for submission to our insurance company.
- b. The driver should have experience driving a 15-passenger van or larger vehicle. If the driver does not have experience then the driver is required to practice driving the van to gain experience with this longer than normal vehicle. Guidance in this area is available from experienced drivers.

3. Reservation forms

- a. For all trips away from the vicinity of Johnson City, Part 2 of the reservation form and a passenger list will be completed and filed in the church office prior to departure.

4. Van keys

- a. The keys are kept in the church office.

5. Responsibilities during the trip

- a. The driver and all passengers are expected to obey all safety precautions and laws. It is the driver's responsibility to see that this occurs. The driver is also responsible for driving in a safe responsible manner to and from the destination.
- b. The passenger load of the van is 15, including the driver. Do not exceed this limit.

6. Responsibilities upon trip completion

- a. Fill in the mileage log, which is kept in the van.
- b. Upon return, **the driver is responsible for leaving the gas tank full.**
- c. The driver is responsible for returning the van in **clean condition (inside and out)** after use.
- d. If any seats are removed to make room for luggage or supplies, the seats should be stored inside the church and must be replaced in the van immediately after use.

7. Report maintenance

- a. The driver is responsible for reporting any problems encountered during the trip and suggest any maintenance required.
- b. It is the driver's responsibility to inform the Property Ministry Team when it is time for an oil change.

8. Questions, Information

The Property Ministry Team is responsible for the van and its management. Any questions concerning the van, its use, or these rules should be directed to a member of the Property Ministry Team.

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