

First Baptist Church

Fremont, MI

Revised 12 - '06

*Van Use Policy*

1. A van request form must be filled out and turned in to the office *10 days prior* to the van being used; however, there may be exceptions.
2. Van must be approved/signed out in the church office.
3. Van must be driven by an approved driver (driver must follow Driver Guidelines).
4. Van must be used for church-related/approved activities only.
5. No more than 15 people in a van.
6. All drivers must be approved by the committee and listed on the church insurance policy.
7. The driver of the group shall be responsible to see that the van is cleaned after use, ready for the next group.
8. The properties committee will approve all activities with the van before use.
9. Seat belts will be worn as required by law.

*Van Use Request Form*

Name of group \_\_\_\_\_

Departure date and time \_\_\_\_\_

Return date and time \_\_\_\_\_

Do you have a driver?    Yes        No

Name of driver \_\_\_\_\_

Has the driver been approved by the committee?    Yes        No

Destination \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Person in charge of group \_\_\_\_\_

Request made by \_\_\_\_\_

Request approved by \_\_\_\_\_

Date of approval \_\_\_\_\_

After request has been approved, the office or church secretary will give the keys to the designated driver or person in charge.