

Grace Church Van Policy

Who Can Drive

The Grace Church Van can be driven by Grace Church members who are 18 years old or older with a valid, NC Drivers License and *are using the van for a clearly specified ministry of Grace Church*. The van may not be used for personal use unrelated to the ministries of Grace Church.

Requirements To Drive

The following is required to drive the Grace Church van:

You must be a Grace Church member with valid ministry need

You must be 18 years or older with a valid NC Drivers License that is listed with our insurance policy

You must have a clean driving record

You must have filled out a Van Registration form (see below)

If you are transporting minors, you must have valid permissions slips from parents and/or guardians allowing them to be in a moving vehicle with you as the driver

You must return the Van key to the Grace Church Facilities Coordinator or to a location agreed upon by both parties

You must agree to all the policies listed in this paper

Fuel Costs

Fuel costs for the Van is to be taken directly out of each ministry's specific budget (there is no general budget for the Van's fuel). Therefore, when you drive the Grace Church Van ***you must return it with a full tank of gas*** (or at least to the same level as when you first obtained the Van). Grace Church will charge the individual or ministry a fee of \$15 plus the cost of gas for failure to refuel the Van. If your ministry has a Grace Church credit card, we recommend you use it to fill refuel the Van. If not, please see Kathy Cutrara about submitting the proper paper work for reimbursement.

Reservation Policy

A completed Reservation Form is required to reserve the Grace Church Van for a specific date, or specific ongoing ministry usage. Please note, for a one-time use, the reservation form is due a minimum of one week (five business days) prior to the date of reservation. For ongoing ministry use (such as college ministry), a form is required for each semester of the ministry, and due at least one month (20 business days) in advance of the reservation period.

Priority of Reservation

Reservation of the Grace Church Van does not guarantee its use. Reservations are reviewed by the Grace Church Facilities Coordinator and granted based on the priority of need. Generally, Grace Church core ministries (Children, Youth, College, etc.) are given top priority for the Van. Other usage is worked around those needs. The Grace Church Facilities Coordinator will contact you to verify and confirm your reservation of the Grace Church Van.

Reservation Form

Please submit the following form to the Grace Church Facilities Coordinator.
One week (5 business days) before one-time use
One month (20 business days) before ongoing ministry use

Fill out the Following Information:

Name: _____

Grace Church Member: **Yes** **No**

Date of Birth: _____

Grace Church Ministry: _____

Purpose for Using the Grace Church Van: _____

Date(s) the Van is Needed:

Pick Up Date/Time: _____

Return Date/Time: _____

NC Drivers License Number: _____

Expiration Date: _____

Have you ever borrowed the Grace Church Van before? **Yes** **No**

Will you be transporting minors (people under the age of 18): **Yes** **No**

If "Yes", do you have valid permissions slips from parents or guardians?

Please sign the agreement statement below:

I verify that the information above is true. I also agree to return the Grace Church Van with a full tank of gas (or to the level the tank was at when I received it) and authorize Grace Church to charge me/the ministry using the Van a \$15 fee plus the cost of gas should I fail to do so.

Name: _____

Ministry Use: _____