

VAN POLICY
Fellowship Bible Church
2710 Ralston Avenue, Belmont
(650) 591-1322

I. AUTHORIZED USERS

Drivers over the age of 25 and is currently on Church Mutual's list of insured drivers

II. BASIC RESPONSIBILITIES (ESPECIALLY BEFORE GOING ON A LONG TRIP)

This includes Sunday and Fellowship Group drivers as well as drivers for other church events:

- A. Please fill tank when it falls below half a tank
- B. Please check all fluids when filling up – oil, water, wiper fluid, etc...
- C. Please check tires for correct air pressure and tread wear, wash the windows!
- D. Please wash van if necessary – inside & outside
recommended place: Auto Pride Car Wash, 195 El Camino Real, San Carlos
- E. No food or drinks are to be consumed inside the van by the passengers.
If the driver allows the passengers to eat, then it is the driver's responsibility to clean up any mess as a result of it (soda cans, candy wrappers, etc ...)
- F. Please report any unusual noise or problems to the Van Committee as soon as possible

III. BORROWING THE CHURCH VAN

- A. Only members (or regularly attending members) of FBC will be allowed to use the church van for personal use
- B. They shall obtain permission from the Deacon overseeing the Van Committee
- C. The van must be returned under the following conditions:
 - 1. pay for own fuel usage
 - 2. van is clean – outside & inside, if necessary
 - 3. Be sure all van accessories remain in the van – CHAINS, FIRST AID KIT, EMERGENCY ROAD KIT
- D. Fellowship Groups may use the church van for group outings (snow trip, camping, day at the beach, ...) Please check with Pastor Kevin / Van Committee for availability at least 3 weeks prior to outing.

Please return the van in the following condition (paid for by Fellowship Group):

- 1. Full tank
- 2. Cleaned inside & outside PRIOR to next group usage (Friday fellowship or Sunday service)
- 3. Be sure all van accessories remain in the van – CHAINS, FIRST AID KIT, EMERGENCY ROAD KIT (group will be charged if any items need to be replaced)