

Event Coordinator Duties:

1. Reserving the vehicle as soon as possible. Reservations are on first come/first reserved basis.
2. Responsible for insuring that event has approved drivers at all times.
3. Making sure driver(s) adhere to Driver duties.
4. Assisting driver in pre and post trip vehicle inspection.
5. Making sure all passengers have completed a consent form **PRIOR TO LEAVING**.
6. Monitoring the behavior and conversations (especially those of minors).
7. **Responsible for cleaning vehicle upon return. Vehicle is expected to have clean interior and free from trash.**
8. Responsible that any privately owned vehicles used in caravan are properly insured, registered and inspected.
9. Turn in return information.

Driver Responsibilities:

1. Perform pre-trip and post-trip inspections and submit to Administrative Assistant upon return.
2. Report any accidents or minor repairs needed immediately.
3. Refuel gas to full after each trip.
4. Do Not use cell phone while driving.
5. No verbal, physical or other abuse will be tolerated toward passengers or other drivers.
6. Take breaks as needed. One 30-minute break required within 8 hours.
7. No driving if impaired by sleep deprivation, alcohol or drugs.

Driver Requirements:

1. Must be at least 23 years old and pre-approved to operate the vehicle.
2. Must furnish a “clean” driving record. Any of the following infractions within 5 years from date of the DMV check will disqualify a person as an eligible driver:
 - A. Reckless Driving
 - B. DUI
 - C. Failure to maintain control of a vehicle
 - D. 3 Moving Violations
3. Must comply with church insurance requirements.
4. Must provide copy of valid driver’s license.
5. Personal vehicles must provide proof of registration and current inspection (for review only).

Mt. Olive Brethren Church

Church Van Policies and Reservation Form



Reservations—289-5592
Forms available on the web:
Mtolivebrethren.org



Vehicle Reservation

Group Name: _____

Date Request Being Made: _____

Event Information:

Departure Date _____ Time _____

Return Date _____ Time _____

Driver(s) _____

Event Coordinator Information:

Name _____

Phone #(s) _____

Pickup date & time for keys: _____

You can also email this information to

Jeanne Barker at Jeanne@mtolivebrethren.org

To view available dates for the van, please visit the website at www.mtolivebrethren.org. Click on the calendar.

Vehicle Trip Inspections

Return this form along with keys to Jeanne Barker

Driver's Name _____

Event Coordinator _____

Ministry _____

Date: _____

Departure Mileage _____

of Passengers _____

Pre-Trip Checklist: (Check as performed)

- Gauges/Lights inside
- Check under vehicle for fluid leaks
- Check oil level
- Check coolant level
- Check washer fluid level
- Check tires for wear and tear & air pressure**
- Test horn
- Test wipers & washer
- Check brake lights, signal lights, hazard lights
- Check mirrors
- Check emergency kits**
- Note Damages (dents) or condition (clean)

During trip:

- Make sure seat belts are properly used
- Make sure inside load is evenly distributed over vehicle (including passengers)
- Use an adult to help guide when backing up
- Do Pre-Trip check before return trip

Post-Trip Checklist:

Return Mileage _____

Complete following evaluation:

Rough acceleration/operation Yes No

Vibrations/alignment issues Yes No

Squeaking/other noises Yes No

Brakes working properly Yes No

Details/Damages _____

___ **Van Refueled**

___ **Van cleaned** (if excessively dirty outside or inside after trip, you must wash/vacuum)

___ **Personal items removed**

Return form to Jeanne