



STANLY-MONTGOMERY
BAPTIST ASSOCIATION

ASSOCIATION CARGO VAN USAGE GUIDELINES

Drivers

- All drivers must be at least 25 years of age.
- All drivers must have a good driving record (no moving violations or chargeable accident within the last 3 years).
- All drivers must have a valid NC driver's license on record with the Association office.
- All drivers must be approved by appropriate members of the Association.
- All drivers must be familiar with van operation.
- All drivers are responsible for completing the van "check list" before and after each trip, noting any problems on the list.

Operating Rules

- Be sure the van is properly parked in the Association parking lot.
- The driver and all passengers must wear seat belts. No children in car seats.
- There is to be no standing nor should arms or heads be out of the vehicle when it's moving.
- Clean up trash before returning.
- Turn everything off (interior lights, radio, heating/cooling, etc.) when you return.
- Lock all doors and windows when not in use.
- No smoking or consumption of alcohol is allowed in the van.
- Make sure van is filled with regular gas at the end of your trip prior to returning to the Association. Each group is responsible for paying for its own gas.
- Vehicle keys are to be returned to the Association office immediately after the trip or coordinated alternate plans beforehand. Do not keep or duplicate keys.

Reservation and Scheduling of Van

- The van must be reserved in advance through the Association office. Van is reserved on a first come, first serve basis.
- The key to the vehicle is signed out in the Association office and must be returned with the checklist when the trip is completed.
- The Association reserves the right to cancel or change this agreement at any time due to ministry activities/needs or in response to a natural disaster.

Care and Maintenance

- All care and maintenance of the van is the responsibility of Stanly-Montgomery Baptist Association. If there is a problem with the operation of the van, it should be reported to the Association office or the Lead Missionary, Hal Bilbo.
- When the van is returned, all trash and items for the particular use of the outing must be emptied from the van. If there has been a spill, it is to be cleaned.
- Any damage to the interior or exterior of the van is to be noted and reported to the Association office and/or the Lead Missionary, Hal Bilbo.
- Report any first aid items that were used and what needs to be refilled.