

## POLICY FOR VAN USE

1. Van should be parked in either the vicinity of the driver's residence or the church when not in use.
2. Number of drivers to be kept to a minimum, approved by the committee and complying with our insurance regulations.
3. Qualifications of drivers require that they be at least 25 years old with good driving records and members of our church.
4. Responsibility for meeting warranty service requirements and maintenance will be the responsibility of the chairman. Records of what is done will be kept on file at the church.
5. Van will be washed at least on a monthly basis.
6. The inside of the van is to be swept and cleaned after each use by the group that has used it.
7. Primary purpose of the vehicle is to enhance the ministries of the Patterson Park Baptist Church. Some examples include:
  - a) Emergency food procurement for both our church and Pathfinders.
  - b) Transportation for all worship services.
  - c) Transportation of various groups of our church to camps, retreats, associational and skate meetings.
  - d) Transportation for fellowship purposes of groups and classes within our church.
8. Anyone under 18 years of age must have written parental permission to participate in trips involving our van unless accompanied by parents. Transportation to worship services is not included in this procedure.
9. Van's primary cargo is to be passengers. Hauling of materials should be kept to a minimum. Some exceptions include canned foods, clothing, camping supplies, etc.
10. Responsibility for deciding what constitutes "special exceptions" for use of the van will be decided by the Transportation Committee. When they are unable to meet, the pastor and chairman will decide together.
11. There will be no smoking in the van.
12. Food and drinks in the van will be kept to a minimum.
13. A log will be kept in the van, to be filled out by the driver. Information to be included are: mileage, destination, number and name of group, date, and name of driver.
14. The driver will be responsible for enforcing policy, keeping the log, and collecting money (if any).
15. Requests to use the van must be made to the chairman of the Transportation

- 16. A suggested reimbursement for gas use for trips outside the city is gas replacement or \$.30 per mile. Baltimore Baptist Association and Maryland State Convention meetings will not be included in this policy. Within Beltway, use will be computed at \$.50 per mile or fill tank. For non-church groups which use our van, our policy will be to charge for gas replacement as follows:
    - a) within the Beltway \$.50 per mile
    - b) outside the Beltway \$.30 per mile
  - 17. To insure good stewardship of our van, we recommend no less than seven (7) passengers on any given trips. Transportation to regular worship services is excluded from this policy.
  - 18. Driver for the month is requested to call potential passengers prior to Sunday night and Wednesday night services. A list of these persons will be provided by the chairman.
  - 19. We will agree to share our van with Canton Baptist Center as they will also agree to share their van with us on a gas replacement basis, with each to supply the drivers of their respective vans unless unavailable.
- (Note: All drivers of our van must comply with policy #3.)