

## CRESTWOOD CHRISTIAN CHURCH

### VAN USAGE POLICY

May, 2011

The Crestwood Christian Church vans should only be used for Crestwood business or sponsored events, and events for Crestwood sponsored/affiliated groups: including, but not limited to, Boy Scout Troup 382, Cub Pack 363, and Crestwood Child Care center.

Drivers need to be a member of Crestwood, an employee of Crestwood, or a participant of a Crestwood sponsored event, at least 21 years of age, and possess a valid driver's license. No one shall drive a vehicle owned by Crestwood without providing a copy of their Driver's License prior to using said vehicle. A copy of the license shall remain in the church office. Notwithstanding criminal records checks done in accordance with an employment contract or the Child Protection Policy, anyone supplying their license as a potential driver shall be subject to a random criminal records check twice a year. Crestwood reserves the right to deny permission to drive a church owned vehicle if the records check reveals a conviction for Driving Under the Influence, Reckless Driving, Driving on a Suspended License or a pattern of disobeying traffic laws.

In addition anyone using the church vans will be required to sign for the van keys at the church office and that person will be responsible for ensuring that the following conditions are met:

1. The van must be returned with a full tank of gas.
2. All trash must be removed from interior of van.
3. Mileage should be recorded on the log sheet in the van.
4. Make sure all windows are securely closed and latched.
5. Any mechanical problems with the van should be reported to the church office.

Failure to comply with the above conditions will result in revocation of van use privilege.