

**Van Use Policy**  
**Duncan Memorial United Methodist Church**

The van owned by Duncan Memorial UMC shall be used only by church groups and organizations, and/or organizations and groups directly affiliated with, and sponsored by DMUMC (e.g., Boy Scout Troop 700, United Methodist Student Fellowship).

A list of qualified and approved drivers will be maintained in the church office. All drivers shall be between the ages of 21 and 70, with no tickets or accidents for the previous three years. To be approved, drivers must have a “clean” annual DMV driving record, expense paid by the church. \*In addition, they shall be professing members of Duncan Memorial UMC or United Methodist clergy who have DMUMC as their Charge Conference affiliation. Only four approved drivers can drive the van on a monthly basis; all other approved drivers are limited to driving, on average, less than once a month.

Reservations for the van for church groups and organizations shall be submitted in writing on a first come, first serve basis up to nine months in advance; affiliated sponsored groups shall be able to reserve the van up to six months in advance. The reservation forms and a reservation calendar shall be maintained in the church office. The church will provide the appropriate reservation form on line and as a hard copy. In the case of potential conflicts, the conflict shall be addressed by duly authorized representatives of the groups involved within 10 days of the identified conflict and the solution reported in writing to the church office and signed by the group representatives.

A notebook shall be maintained with a record of van use, including name(s) of person(s) driving the van, destination, total mileage traveled, any problems that need attention, and whether the vehicle was refueled and cleaned. For any trips longer than 24 hours, it is recommended that the van be cleaned regardless of distance traveled.

The van shall be maintained on a regular basis. Costs for maintenance shall be paid from funds controlled by the Trustees of DMUMC. If a volunteer provides maintenance, a letter of appreciation shall be sent by the Trustees and Pastor following such maintenance. In addition, the letter may include a report on the “gift in kind” value of the service provided.

When any groups (church or affiliated) using the van include children or youth, the church’s Child Protection Policy shall be adhered to and enforced.

**Adopted by Church Council on April 14, 2011**  
**\*Amended December 15, 2011**

Duncan Memorial United Methodist Church  
Van Usage

Name of Group requesting the van: \_\_\_\_\_

Person making request: \_\_\_\_\_

**Van drivers must be on the list of approved drivers maintained by the church office.**

Destination: \_\_\_\_\_ Dates Requested: \_\_\_\_\_

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**Be sure to check the following items before leaving the church parking lot:**

The following equipment is located in a box under the seats:

tire changing tools                      emergency flares  
flashlight                      fire extinguisher                      first aid kit

Be sure to check the tire pressure before leaving on a trip.

Note any items used or missing upon return.

After each trip, the VAN MUST BE CLEANED.

At the end of the trip, driver must fill gas tank and check the oil!

Any service required that cannot be done by driver should be reported to the church office.

**Information you may need in case of an accident or emergency:**

1998 Chevrolet Express      License # 42-850      ID # 1GAH639R6W1081180

Insurance Policy # 45A5A0317365  
Sanford Insurance, Mike Sanford, agent  
12044 Southshore Pointe Drive  
Midlothian, VA 23112  
804-590-3345

Signature of person making request \_\_\_\_\_ Date \_\_\_\_\_

Approved by the church office and noted on web calendar:

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please retain a copy for your records.**