

Akron First Seventh-day Adventist Church

Van Usage Guidelines

Van Scheduling

1. The church van is to be used for Akron First Seventh-day Adventist Church or Mayfair Christian School sponsored activities only and must be cleared by the church board prior to use.
2. All requests for use of the van must be scheduled through the church office through the use of a van usage request form. Van usage requests must be submitted for approval prior to the church board meeting preceding your scheduled event. The church board usually meets the second Tuesday of every month.
3. Assuming all requests are timely, competing request for usage of the church van will be resolved in the following top-down manner.
 - a. Requests for van usage for church sponsored special and/or annual events.
 - b. Requests for van usage for church sponsored one-time activities.
 - c. Requests for van usage for church sponsored activities that occur on a repeating basis.
 - d. Requests for van usage for school sponsored activities.
4. The van usage request form is kept online at <http://akronadventist.com/resources/members/> or a copy can be found in the literature rack at the church.
5. A van calendar is kept online at <http://akronadventist.com/resources/church-resources/> showing when the van has been reserved.

Van Operation

1. Only members of the Akron First Seventh-day Adventist Church are allowed to operate the church van. An operator must hold a valid Driver's License with no serious violations.
2. Gas will be charged back to the church ministry using the van.
3. The driver of the van is responsible to complete an entry in the van log book indicating the driver's name, church ministry, date(s) used, and the mileage in & out. The log book is in the van's glove compartment.
4. Users will be responsible for seeing that the van is returned clean and in good condition. Please report any damage or mechanical needs to the church office as soon as possible.
5. All van passengers are to remain seated with seat belts buckled while the van is in motion and all applicable traffic laws are to be followed.