# SUSQUEHANNA CONFERENCE VOLUNTEERS IN MISSION (VIM)

Van Usage Guidelines

**General:** The van is available for use by the conference, the districts, or any church in the conference. It is available for any event that would normally be considered ministry or outreach. Two sets of keys will be provided. The van will be full of gas when you start.

**Fees:** A fee of \$20.00 per day shall be paid for the use of the van.

A fee of \$100.00 per week shall be paid for trips of more than (5) five days.

Proceeds from these fees will be used to maintain the van.

**Vehicle Reservations:** The van can be reserved by e-mailing or calling Curt Knouse at <a href="mailto:cknouse@susumc.org">cknouse@susumc.org</a> or (717) 994 – 6294. The reservation will be deemed complete when the reservation form and usage fee have been received by Curt at his office.

#### **Drivers:**

- 1. All Drivers must be licensed by the State of Pennsylvania.
- 2. Drivers must be at least 23 years of age.
- 3. Copies of the driver licenses must be submitted with the reservation form.
- 4. Complete the online safety course.

#### **Before Departure:**

- 1. Check oil and wiper fluid.
- 2. Check tires (visual/kick)
- 3. Make sure windows and mirrors are clean and adjusted.
- 4. Do a walk-around visual inspection.

#### **Upon Return:**

- 1. Clean all debris from floor, seats, etc.
- 2. Make sure that the gas tank is full.
- 3. If the exterior needs to be washed, get it done.
- 4. Note any problems or concerns on the log sheet.

**Emergencies:** In case of emergency contact in the following order:

**Curt Knouse** 

**Equipment Failure:** Van breakdown and repair costs less than \$500.00 must be paid for by the group. The costs will be reimbursed upon receipt of a bill for costs not to exceed

\$500.00. Larger costs/estimates must be approved by the VIM coordinator prior to proceeding with the repairs.

## **Service/Maintenance Schedule:**

- 1. All service and maintenance shall be arranged through Curt Knouse.
- 2. Wash the exterior monthly. Vacuum the interior and clean the windows.
- 3. Change the oil every 4,000 miles
- 4. Be sure that the vehicle is inspected according to the window sticker.
- 5. Check all fluid levels and report any leaks on the vehicle log sheet.
- 6. Document any needed repairs on the vehicle log sheet.

## DRIVER TRAINING FOR CHURCH DRIVERS

Engle-Hambright & Davies and Philadelphia Insurance Companies are providing online driver training at no additional cost for all members of the Susquehanna Conference of Churches. There are two training modules available:

- Online Interactive Defensive Driver Training (also available in Spanish)
- Online Interactive 15-Passenger Van Training

To access this training, please use the following link and login credentials (case sensitive).

Online Driver Training Link OR www.losscontrol.com

UserID: LossControl Password: Riskservices1

We are encouraging all churches with vehicles insured through the conference's insurance program to have their drivers complete the Online Interactive Defensive Driver Training module. For those churches with van(s), their drivers should complete the additional 15-passenger van course. Moving forward, we are asking that the successful completion of one or both (if appropriate) of the online training modules be required before a new driver is allowed to operate a vehicle insured through the conference's insurance program. Upon successful completion of the test, a certificate will be produced. This document should be printed and retained by the church as part of the driver's individual qualification file.

To print the completion certificate, please use SUSUMC - [your church name here] in the Agency Field along with the additional information requested.

If you have any questions regarding this communication, please contact:
Andy Shockey, ARM
Assistant Vice President, Loss Control
Philadelphia Insurance Companies
A Member of the Tokio Marine Group
One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004
Direct: 610 617 5864

Direct: 610-617-5864 Cell: 610-937-2943

## SUSQUEHANNA CONFERENCE VOLUNTEERS IN MISSION

Van Use Reservation Form

User: (organization)		
Responsible person:	Title:	
Phone:	E-mail:	
Use Date(s):		<del></del>
Pick-up Date:	Return Date:	<del></del>
Destination:		
Approximate Mileage:		
Reason for Trip:		
List of Drivers (must be at least 23 ye	ears of age):	
1	2	
3	4	
5	6	
7	8	
Fee submitted with this form:\$20/day \$100/5 or more da		
We agree to abide by the conditions a Usage Guidelines.	and requirements in the Susquehanna Conferei	nce VIM Vai
Signature of responsible person	Date	
	ail forms and payment to:	

Mail forms and payment to: Curt Knouse, Grace UMC 101 Logan Street Lewistown,PA 17044