

VIM Tool Trailer Usage Fees and Requirements

(approved by VIM committee 10-30-03)

Small Trailer

For insurance coverage, a list of drivers of the towing vehicle must be provided with driver's license number.

Fee	Driver Requirements
Mission work or disaster relief projects \$50.00	List and License Number(s) of driver(s) and vehicle + copy of proof of insurance of driver and vehicle
Building Projects \$250.00 per week 3 days or less - half fee	List and License Number(s) of driver(s) and vehicle + copy of proof of insurance of driver and vehicle

Large Trailer

For insurance coverage, assurance of heavy towing experience, and safety reasons, the driver(s) of the towing vehicle must possess a valid CLASS C driver's license. The towing vehicle must be of sufficient size and weight (minimum ¾ ton) to safely tow the large trailer. A list of the drivers and photocopies of corresponding CLASS C driver's licenses is required prior to approval for use of the trailer. Scheduled in-conference projects will be given first priority. Out of conference projects will be given second priority. Availability of the trailer will then be in order of request receipt dates.

Fee	Driver Requirements
Mission work or disaster relief projects \$100.00	List and copy of Valid Class CDL + copy of insurance of driver and vehicle
Building Projects - \$500 per week 3 days or less – half fee	List and copy of Valid Class CDL + copy of insurance of driver and vehicle

These fees are to offset expenses for maintenance of the trailer (tires, inspection, brakes, etc.), repair of tools and restocking of small hand tools and supplies. Tools and equipment within the two trailers may be moved from one trailer to the other with approval of the VIM contact person (see below).

Trailer breakdown and repair costs 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 should be approved by the VIM coordinator prior to proceeding with repairs.

A sign out sheet for all tools is required on site. This list will be provided on a clip board hanging inside the rear of the trailers. A person is to be assigned to sign in and sign out all tools used each day. Any difficulties/suggestions concerning the trailers are to be noted on the same list (space provided). **Please note any damaged tools to the VIM coordinator. The VIM committee will replace damaged tools but missing tools will be replaced by the local church.**

These trailers are provided to assist in workcamp projects and will be used by many persons on varied projects. They are also a moving billboard introducing many to VIM. Your care and concern in towing and maintaining the tools and trailers is greatly appreciated. Thank you.

VIM Contact Person	Phone:	Date(s)
Team Leader:	Driver(s)	License Number (s)

We agree to the above conditions and requirements:

Pastor of Local Church _____ **Date** _____

Local VIM Coordinator _____ **Date** _____

Tool Check-Out

Individual tools may be checked out from the trailers at Mission Central. They must be signed out and signed in and approved by the Director of Mission Central, Rev. Robert Visscher.

A donation for the use of the tools is requested.

I have borrowed the following tools from the VIM Tool Trailer:

These tools will be returned on _____

Signed _____

Address _____

Phone _____ Date _____

Approved _____

Returned _____