

University Lutheran Church Van Driver Policy

Requirements

- *A van driver must be age 21 or older
- *A van driver must have made application and be approved prior to driving the ULC van.
- *A van driver is financially responsible for all traffic violations or tickets received as a result of the driver's actions or negligence.
- *A van driver is required to have a backup driver if the van is to be driven more than 200 miles away from the church.
- *A van driver should drive no more than 8 hours in a 24-hour period.

If an accident occurs call the police and receive an accident report (if not immediately available have the police forward a copy of accident report to University Lutheran Church, 1020 S. Harrison Road, East Lansing, MI 48823.) Call the church (517) 332-2559 if during the hours of 8:30 a.m. – 4:30 p.m. If after hours call Campus Minister Christina Bright (517) 339-5380. Report the details of accident and how we can be of assistance.

If personal injuries have occurred call the church during hours of 8:30 a.m. – 4:30 p.m. If after hours call Campus Minister Christina Bright (517) 339-5380. Have the details of the injuries and who has been contacted in the immediate family. Have the telephone numbers of the hospital and the doctor's name who is in charge of each patient.

Towing

If towing is necessary in the Lansing area call the church (332-2559) and they will assist you. If outside of Lansing, call a tow truck, pay for the cost of towing and keep a receipt for reimbursement from the church. The church will receive reimbursement from the insurance company so the receipt is important.

Repairs

Call the church office concerning repairs. The '99 van (purchased 10-98) is no longer under warranty. We will probably take the van to University Olds, GMC Truck.

Gas

If van is in East Lansing, refuel at the Campus Marathon Station (on the corner of Harrison and Trowbridge). We have a charge account there. For all other gas purchases, bring a receipt into the church office for reimbursement.

Oil

Check oil with every gas fill up. If oil is needed purchase and bring receipt into the church office for reimbursement. Be sure to keep track of when oil change will be due. If going on long trip, be sure to check oil change status first.

University Lutheran Church
Van Driver Application

Name _____

Home Address _____

_____ Phone(_____)_____

Local Address _____

_____ Phone(_____)_____

Driver License # _____ - _____ - _____

(Attach photocopy of license)

- | | yes | no |
|--|-----|-----|
| 1. Have you had two or more moving violations within the last 3 years? | ___ | ___ |
| 2. Have you been convicted of driving under the influence of drugs or alcohol? | ___ | ___ |
| 3. Have you ever been a driver in an accident that resulted in a death or serious injury? | ___ | ___ |
| 4. Do you now have a chauffeur's license?
(Chauffeur's license not needed for 14 passenger van) | ___ | ___ |
| 5. Have you been provided a copy of the <i>ULC Van Drivers Policy</i> and do you agree to follow the policy? | ___ | ___ |

DETAILS (If you answered "yes" to questions 1-3, please list question number and describe details):

I have read and understand the University Lutheran Church Van Policy and agree to follow said policy. I am financially responsible for any traffic violations or tickets that result from my actions or negligence. I will notify ULC if I receive two or more traffic violations within a three year period. University Lutheran Church may request my driver's license record from the Secretary of State.

(Signature) Date_____