

15-Passenger Van Policy for Van Drivers

(This policy also covers all other Family Promise vehicles you may drive)

We hope that our van will be able to serve Family Promise's needs for a long time to come. To help ensure that the van is used properly and families are safe, please read and follow these policy guidelines.

1. A current copy of your driver's license must be on file with the Family Promise office.
2. Please obey all traffic laws. Remember, you are representing Family Promise.
3. Everyone must wear seat belts when riding in the vehicle at all times.
4. Small children must be securely fastened into a restraining seat for their size. Family Promise personnel will know the appropriate type of seat and installation instructions for different size children. Please contact the staff if you have any concerns or questions.
5. ABSOLUTELY no food or drink in the van. Both volunteers and staff are responsible for enforcing this rule. Only baby bottles for infants are allowed and the parent must sit beside the baby to help keep control of the bottle. Sippy cups or juice boxes for small children are NOT ALLOWED.
6. Report any repair needs to the staff at Family Promise, IMMEDIATELY.
7. In case of an accident, please request a police report. A copy of the title, registration and insurance are located in the folder in the glove compartment or console.
8. For proper maintenance there is a tire pressure gauge in the glove compartment or console. Please insure tire pressure is maintained at specifications. Please check both the oil level and tire air pressure once per month. Record your findings and actions in the maintenance section of the folder in the glove compartment or console. Make sure you record the dates of your checks. This is very important in knowing when to service the van.

If you, the driver, are responsible for oil and filter changes and other maintenance needs, this information should be used for determining a maintenance schedule.

9. No stops or changes to the schedule are allowed at the request of a guest family member unless the driver has the approval from Family Promise staff.
10. A spill-kit is located under the first row of seats behind the driver's seat in the event of bodily fluid spills. A first aid kit is located in this same location.
11. Please keep van free of trash and litter. Ask families to remove their trash.

Thank you for following this very important policy. Our van is a tremendous resource for Family Promise and we hope that all drivers and passengers will have safe travels.

THANK YOU!