Title: Van Use Policy & Guidelines

Date Issued: June 22, 2017

Date(s) Revised:

Reference: Bylaws Article VII, Sec. 7.04, Van Operations

Purpose: To establish guidelines for using the PCI – Wyoming van.

POLICY: When using the PCI – Wyoming Chapter van the member shall fill out the van use form, email the form to pci_wy@vcn.com, and follow the following guidelines.

GUIDELINES:

❖ Email usage form to pci_wy@vcn.com. The PCI van may be driven for personal use, but only by Pilots for Christ members; (due to insurance regulations) **Note: In the event that we have a flight the van will need to be returned immediately!** *(The van user may be obligated to pay for the provision of alternate transportation if it is not returned as required!)*

❖ Leave a contact or cell number in your email. It may be of utmost importance that the van be available upon flight arrival.

❖ A sign-up book is in the van for recording usage. **Everyone must sign and date.** *(Printed name, Drivers License #, Date/Time ...Out and In....Odometer reading).*

❖ A **$25.00 donation (if used for personal use)** is suggested to help offset insurance and license plates. Keep and return the van full of fuel. **Remit donation to PCI-WY Treasurer, Box 94, Gillette, WY 82716**

❖ User will be expected to pay or reimburse for any expenses that might be occurred from said use.

❖ Anyone using the van; it would be appreciated if you would report any repairs needed, so we can keep it in good shape.

❖ Make sure the remote battery disconnect is always shut off; this keeps the battery from going dead.

❖ **Make sure the van is seen and used appropriately "Always keep in mind that however or wherever the van is driven or parked it is representing PCI"**