

Van and Utility Trailer Use

The following are requirements to use the van or utility trailer:

- Driver and person responsible for use must be 21 years of age or older.
- Driver must have a valid license.
- Van must travel at the posted speed limit.
- Any citations must be reported to the WRBA office.
- Must return van in same condition as it went out.
- Report any new damage or maintenance needs.
- Return van and trailer clean inside and out.
- Return van with full tank of gas.
- Be sure the van and trailer are in proper working order before use.
 - Lights in complete operation.
 - Tire condition.
 - Transmission and oil fluids at proper levels.
 - Doors must be closed and secured on the trailer before travel.
- Return van and/ trailer during office hours on the day indicated.
 - Office hours. Monday - Thursday, 8 am - 3 pm.
- Fill in the check out and return forms completely.

God provided a great tool for use by His church. Please be respectful to God's provision of this equipment.



Check out and check in form for Van and/or Utility Trailer

Church: _____

Contact information of person responsible for equipment:

Item checked out:

Van

Utility Trailer

By signing this document, I acknowledge that I have received a copy of the van and trailer use policy and agree to the terms.

Signature:

Van and Utility Trailer Checklist

Check the following before van use:

- Oil and transmission fluid.
- Lights operating properly.
- Check for any damage.
- Visible condition of tires.

Check the following before returning the van:

- Clean inside.
- Clean outside.
- Gas tank full.
- Keys returned.
- Inspect for any new damage.
- Lights operating properly.

Check the following before utility trailer use:

- Lights operating properly.
- Visible condition of tires.
- Doors shut and secured.
- 2 in ball used.
- Trailer coupler pin in place.

Check the following before returning the utility trailer:

- Lights operating properly.
- Tires ok.
- Trailer coupler pin secured on trailer.
- Trailer adapter returned(if applicable).