

RVCC Van Use Checklist

Please use this checklist to verify that the van has been returned to its proper order. Check-off each item, sign, and leave in top box in the hallway. Thanks

When you leave the church:

- Please make sure that everyone riding in the van is wearing a seat belt or child restraint seat.
Child restraint seat WV: 7yrs of age and younger and less than 4' 9" in height.
Child restraint seat OH: 3 years and younger or less than 40 pounds.
- Please make sure that if anything is spilled in the van that it is cleaned up as quickly as possible.
- Please, NO chewing gum in the van and preferably no eating in the van. If you do eat in the van, please make sure that ALL trash is thrown away.
- When you are not in the van, please make sure that all doors and windows are closed and locked.

When you return to the church:

- Please make sure that everyone takes all of their belongings with them.
- Please make sure that all trash has been removed from the van.
- If the van needs gas and/or has any maintenance needs, please contact the Head Trustee as soon as possible.
- If you have removed the child restraint seats, please return them to their original location and ensure that they are properly secured to the seat.
- All doors and windows must be closed and locked.
- Please make sure that the key has been returned to the hook in the office or to the head trustee, Sunday School Superintendent, or the senior Pastor.

I have completed the checklist and believe that the van has been returned to proper order.

Date: ____/____/____ Signed: _____