



## Advent Presbyterian Van Policy

- Reservations:** Reserve vans through the Advent Presbyterian Business Office  
Kim Garrison  
[kgarrison@adventpres.com](mailto:kgarrison@adventpres.com)  
901.755.6290 ext. 15  
Van calendar is available on the Advent website (adventpres.com)  
**Schedule your time to include cleaning and refilling the gas on all vans**
- Keys:** Van keys are located in the Advent Presbyterian Business Office and are available for checkout only by authorized drivers listed on Advent's vehicle insurance policy.  
Keys must be returned to the business office after usage.
- Drivers:** Only **authorized drivers** listed on Advent's Vehicle Insurance Policy may drive the church vans.
- International Trips:** Trips outside the US require special notification to the Business Office for additional **insurance coverage**  
Kim Garrison  
[kgarrison@adventpres.com](mailto:kgarrison@adventpres.com)  
901.755.6290 ext, 15
- Trip Log:** Van logs are located in each van and must be **completed for each trip.**
- Maintenance:** **Van maintenance required during outings should be performed by a GM dealer only (if possible).**  
Vans are all under **warranty** and information can be accessed by any GM dealer.  
Users should check fuel status, oil, and air pressure in tires before driving vans.  
Van maintenance logs are kept in the maintenance office and are also available online from the Advent website (adventpres.com)  
Notify Harlon Mills of all maintenance required by users during outings. 755.6290 x 29  
**Notify Harlon Mills of all maintenance issues needing attention at 755.6290 x 29.**
- Campers:** Campers and other hard use activities will be assigned older vans.
- Blue Van:** The blue van is restricted to adult use only unless absolutely required for youth activities.
- Restrictions:** **Seatbelts** must be worn at all times  
Blue and Gray Chevy vans - **Max 14 Passengers** + Driver  
White Ford van - **Max 10 Passengers** + Driver **No heavy cargo** in rear  
**No Trailer Towing** or Roof Gear on any van  
**Trips > 100 miles** - must check tire pressure and oil level. Inflate tire to specifications on the label attached to the inside door jam of the driver's door.
- Returning the Van:** Vans must be **cleaned** upon return and **refueled.**  
Complete the van **usage log** located in the van.  
**Return keys** to the Business Office

