

WEBB CHAPEL CHURCH OF CHRIST **AUTOMOTIVE EXPECTATIONS AND** **GUIDELINES**

DATE ISSUED: 19-AUG-09

1. Walk around the scheduled vehicle to *do a visual inspection* (tires, body, registration, inspection sticker, etc.).
2. *Verify* that there is a valid insurance card in the vehicle prior to leaving.
3. *Check fuel* level and *fill* as needed.
4. *Adhere strictly* to posted speed limits or less based on traffic conditions, weather, etc.
5. *All riders* are to have and *wear seat belts*. **NO EXCEPTIONS!**
6. *Thoroughly clean vehicle* before turning it in.
7. *Submit a written report* to **BOB FELLERS** of any mechanical problems immediately upon your return.
8. *Should there be an accident*, call the police, secure other party's name, phone number and insurance carrier, take pictures and make notes of circumstances, conditions, etc.
9. *Cell phone use* by the driver is limited to **HANDS-FREE USE ONLY** while the vehicle is moving.
10. *Appropriate valid driver's licenses* are essential.
11. *Schedule the use* of a vehicle with **BERT ALEXANDER** as far in advance as possible.
-*Provide your destination*, number going, number of drivers and vehicle preference
-*Send a copy* of your request to **BOB FELLERS**
12. *A maximum of 12 hours of driving per day* is encouraged with only two drivers.
13. *Turn in vehicle* at or before the expected time with no less than half a tank of gas.
14. *Verify through* **BOB FELLERS** that the requested vehicle is road worthy for the intended trip.