LightShine Ministries Vehicle Use Policy  
Chevy Van, Chevy Pickup, Mini Bus, and Dodge Truck

Use of Vehicles: These vehicles are to be used solely for the work of LightShine Ministries. Any other use must have the approval of the LightShine Ministries board of directors.

Special equipment: All vehicles are equipped with a tow package. Driver is also responsible to maintain proper hookup and chaining of anything being towed. The Chevy Pickup is equipped with a truck cap and the Dodge is equipped with a ladder rack. Truck cap should not be removed except for specific reasons and prior approval for the sake of maintaining seal and security. Truck Cap is lockable with a key accompanying each set of truck keys.

Operator: All operators must possess a valid driver’s license and be a staff member of LightShine or be previously approved by LightShine to operate any vehicle

Log Book: All drivers are required to maintain the log book in the vehicle they are driving and record all the basic information requested when using the vehicle. Drivers are also required to keep any purchase receipts and turn them into LightShine Ministries at the end of their assignment.

Maintenance: It is the responsibility of the driver to maintain the vehicle during the time they are using it. Required maintenance includes:

* Check lights and signals at the beginning of each trip. **It is especially important to check the lights of anything you are towing to make sure they are working as well.**
* Keeping gas in vehicle and making sure it is filled for the next team.
* Check oil and other fluids during each fill up.
* Check tire pressure on all tires including the spare tire.
* Clean trash out during each fill up and after use. Shop-Vac the inside of the vehicles or take it to the Gas Station at corner of Arctic Avenue and Glenn Highway.
* If possible wash vehicles in preparation for the next team
  + - Please note – the Chevy Pick-up and Dodge Pickup cannot go through an automatic car wash – they need to be taken to a wash bay.
* When parking the vehicles in the garage, please back them into the garage so if it has a dead battery, it is easy to jump start.
* The truck cap on the Red Chevy Pickup is not waterproof. Do not store anything in the back that can’t get wet if it rains.
* Reminder – Van has a backup camera. Flip down the visor and there is a rocker switch to turn it on. This is handy when backing up to hook up trailers.
* Please report any mechanical issues to the Base Director

Vehicle use Policy January 2025