

# Truck Use Policy

Grand Prairie Friends (GPF) owns and maintains a 1988 Toyota pickup truck for use in its stewardship activities. This policy governs the use of the truck. The Board of Directors has responsibility and supervision for the truck. Any questions about the use of the truck or this policy should be directed to Jamie Ellis (o: 244-5695; h: 344-0581; jamese@inhs.uiuc.edu).

## Use

The truck will be used by members of Grand Prairie Friends that are in good standing. These are members and affiliates who are site stewards, summer interns, burn leaders, board members, etc. who have gained permission from Grand Prairie Friends to use the truck.

The truck may be used for transporting tools and equipment needed for official business at Grand Prairie Friends sites and functions. Passengers will only ride in the cab of the truck.

To avoid use conflict, scheduled workdays needing use of the truck have priority. If a use for the truck may be outside prairie stewardship and related activities, the user should consult with the Board before using the truck.

Periodically the insurance coverage will be reduced on the truck. The truck cannot be driven by anyone during this period. The period of reduced insurance coverage will be typically during the winter months. A note will be posted on the dashboard alerting a user if the insurance is current.

## Maintenance

Each user is responsible for refueling the truck. The truck should be returned with at least a half tank of gasoline. The user needs to pay for the fuel and retain the receipts so GPF can reimburse that person.

Routine maintenance of the truck will be performed by members of the board or those using the truck often. Again, maintenance expenses will be paid for by GPF.

## Log Book

A log book will be used to record maintenance activities and use by members. The user needs to record their name and driver's license #, starting mileage, ending mileage, date, and activities. Maintenance activities will also be recorded.

## **Accident Reporting**

Accidents involving the GPF truck need to be reported to the Board within 48 hours after the accident. Please contact Jim Payne (o: 684-2120; h:344-7840; jpayne@shout.net) with the details of the accident, the health condition of all persons involved, the condition of the truck, the location of the accident, police report, and any other pertinent details.

## **Miscellaneous**

The GPF truck is currently parked at the I-Building (1816 S. Oak Street). There are two people with keys to the truck: Joyce Hofmann (244-2366) and Jamie Ellis (244-5695). The truck has a topper on the bed. The lock is not functional, so tools should not be left in the bed. Theft and loss of tools will be the responsibility of the user. If a user needs to remove the topper, they are responsible for satisfactorily replacing the topper.