

**Policy # 006
ATTACHMENT II**

Trailer

Usage of the Trailer

1. To be used for church related activities only.
2. Must be reserved with the church secretary.
3. Must be parked and chained with lock under the bus shed when not in use.
4. Lights, brakes, and safety chains are to be checked and in working order before each trip.
5. Must be loaded according to factory specs and must NEVER exceed maximum trailer weight.
6. Must be kept locked except while loading and unloading.
7. 4 keys for the trailer and 4 keys for the security chain:
 - a. 2 keys kept in church office
 - b. 1 key on bus key chain
 - c. 1 key for tow vehicle