

WHITE MEMORIAL PRESBYTERIAN CHURCH

To: All Van Drivers
From: Tracey Daniel, Ministry Associate for Young Families & Milestone Ministry
RE: Shuttle Van

The Shuttle you will be driving is approximately three and one half feet (**3.5'**) longer than standard 15 passenger vans and probably considerably longer than the car you regularly drive. While the side mirror to side mirror width is only about nine inches (9") wider, **the main body of the van is eight feet (8') wide** versus the standard van width of six and one half feet (6.5'). All this means **you need to allow more room when you turn corners**. The van is also **taller**. The van is nine and one half feet (**9.5'**) tall. Do not drive under anything less than eleven feet high. **Please note: the van does not fit under the covering over the driveway at Glenaire!**

The Chevrolet Van(C) takes diesel fuel. You should not have to fill the tank, but if you do, only use diesel fuel. **Both Ford Vans(A & B) take unleaded fuel.**

Because of the finish they put on the floor, it can be slippery when wet. We are trying to reduce the slipperiness, but please remind people to be careful and to hold onto the handrails or seats when entering, exiting, and walking on the van.

Each van has two air conditioning systems. The controls to the front system are very much like a standard van or car's controls. The rear unit's controls are on the center console. The knob closest to the front turns it on and off and controls the fan speed. The knob toward the back controls the temperature. Clockwise is colder.

The Ford van has an electronic door. The door can be opened in two ways. There is a switch on the control console. You can also open the door from the outside by using the special key provided. If the door won't open, use the key! **Please do not remove the emergency pin to open the door unless it is an emergency.**

If you have any problems, please call Alex Guevara, WMPC Facilities Manager at 919-749-6527. **If you need roadside assistance you can call Ivey's Towing at 919-772-9752.** Have the Chevy van towed to Bobby Murray Chevrolet. Have the Ford van towed to Capital Ford. In case of a flat tire, you cannot change it yourself, you need to call to have it changed professionally.

Thanks again for driving!

****PLEASE BACK THE SHUTTLE INTO ITS
DOVER ROAD PARKING SPACE UPON RETURN.**

MAKE SURE ALL WINDOWS ARE CLOSED!