**Macedonian Call Foundation of SC, Inc. Rules of Operation**

(Please read all items carefully and initial by each item)

1. **Covenant between MCF of SC and Client**
	1. MCF of SC cannot give a warranty as to the condition of a vehicle because we accept all donated vehicles “as is”. Our volunteers have carefully inspected and road tested each vehicle for mechanical condition and road worthiness, and have made necessary repairs. Although we cannot guarantee a vehicles condition, please realize that we have done the best we can to ensure the vehicle’s reliability. We will not put you in a vehicle we would not be willing to drive ourselves.
	2. You will be asked to abide by the following rules when you receive the vehicle:
2. **Vehicle Requests**
	1. Application Process
		1. All requests made for vehicles must be completed via the online application found at <http://www.macedoniancallsouthcarolina.com/>. NO PHONE REQUESTS WILL BE ACCEPTED! Once an application is received, the application will be reviewed by our team based on availability of vehicles and requested accommodations (number of passengers, anticipated mileage), then the requesting party will be notified of the application status via email.
		2. Applications will only be reviewed if the date of pick-up is within 12 months of the date in which the application is received. Any application outside of this period will be requested to apply again at a later date.
	2. Driver Requirements
		1. All applicants will be required to present a valid Driver’s License, or international license, at or prior to the time of vehicle pick-up. A copy of the license will be kept on file with MCF of SC for the duration of the reservation period.
		2. If there will be multiple drivers for a vehicle, each license must be presented to MCF of SC for insurance purposes. No one may operate the vehicle other than those approved by MCF of SC.
		3. All drivers of MCF of SC vehicles must be over the age of 21 in order to legally operate the vehicle.
	3. Time and Geographical Limitations of Vehicles
		1. Due to the demand for vehicles, MCF of SC limits the length of reservations to a maximum of 12 months.
		2. MCF of SC vehicles must remain within a prescribed radius of our main office, located in Greenville, SC. Because of this restriction, our vehicles are operable in the following states: South Carolina, North Carolina, Georgia, Florida, Tennessee, Virginia, and Kentucky.
		3. If your needs require a vehicle outside of these areas, we recommend visiting one of our sister locations for availability.
3. **Vehicle Pick-up and Return**
	1. All vehicles must be picked up and returned to our main office in Greenville, SC (Warren’s Tires On Wheels Tire Pros - 107 Webb Rd. Greenville, SC 29607). Upon request and availability, transportation can be provided from the Greenville-Spartanburg Airport if request is made in advance and approved by MCF of SC staff.
	2. Vehicles may be picked up Monday – Friday 8:30 am – 4:30 pm. We do not allow pick-up of vehicles on weekends or holidays. Vehicles returned outside of these hours automatically forfeit the refunded amount from the registration deposit.
4. **User Fees and Payments**
	1. Registration Deposit
		1. Upon receiving notification of acceptance for an application, a $200 Registration Deposit will be required to secure your reservation. If this deposit is not received within 30 days after notification of acceptance, the reservation will be cancelled. One half ($100) of the Registration Deposit will be deducted from the total User Fee charged for a reservation at the time of vehicle pick-up. The other half ($100) of the Registration Deposit may be refunded at the time of vehicle return if the requirements for vehicle care and maintenance are followed with receipts provided. (Requirements detailed in **Section VI.a. – Service Schedule**).
	2. User Insurance Fee
		1. A monthly user fee will be charged for each month for which a vehicle is reserved. The user fee covers insurance charges for the vehicle and to maintain an operable status as deemed by MCF of SC. Charges will be assessed equal to $175.00 per month reserved, not prorated i.e. if a vehicle is reserved between 0 and 1 months the User Fee will be $175.00, while a reservation between 1 and 2 months will have a User Fee of $350.00.
		2. MCF of SC accepts payments via cash, check or credit card. Card payments will require an additional 3% transaction fee to offset processing charges.
		3. User Fees are non-refundable and are not prorated if a vehicle is returned prior to the anticipated return date for the reservation.

**Important Information During Vehicle Reservation**

1. **Insurance Information**
	* 1. MCF of SC vehicles are insured through State Farm Insurance Company through agent Amanda Thompson. In case of an accident, notify her office immediately at (864)338-8331 if local or 1-888-284-6742 (PIN #0610) when out of the area. Vehicles carry $250,000/500,000/100,000 liability limits.
		2. Because MCF of SC carries liability insurance on our vehicles and are self-insured for collision, **if you are at fault in an accident**, you will be responsible for cost of repairs up to $500. In the event that the vehicle is a total loss and damaged beyond repair, you will be accountable to MCF for a maximum of $500. Beyond this, MCF assumes the remainder of repair costs or absorbs the vehicle loss.
2. **Vehicle Maintenance and Repairs**
	1. Service Schedule
		1. Fill out the **Vehicle Log Book** (located in the vehicle glove box) with date, mileage and service completed throughout the duration of the vehicle reservation. Include all receipts for service in the Log Book.
		2. Every 3,000 miles or 90 days (whichever comes first)
			1. Change oil & filter
			2. Lubricate chassis
			3. Check ALL fluids
			4. Rotate tires
			5. Check tire pressures (including spare)
			6. Check all belts and hoses
			7. Check all lights (replace if necessary)
			8. Check wiper blades (replace if necessary)
		3. Every 10,000 miles
			1. Replace all filters (air, fuel, PCV)
			2. Check brakes and wheel bearings
			3. Check and adjust valves in engine
			4. Replace plugs & necessary tune-up components
			5. Check all belts (including timing belt)
			6. Inspect coolant system hoses and fluid levels
			7. Check engine thermostat
	2. Minor Repairs for Vehicles
		1. In addition to the service schedules outlined above, all minor and routine repairs should be performed as needed. Remember, in all likelihood, the vehicle you are driving is a “higher mileage” vehicle and parts will wear out. To ensure the longevity of the vehicle and that it will be functional for future missionaries, you are required to do routine repair and replace components as they wear out. These include but are not limited to tires, batteries, alternators, and brakes.
		2. On general repairs, we will reimburse only for approved amounts above $500. You will be responsible for repairs up to $500 but will not be asked to pay for more than $500 for repair work.
	3. Major Repairs for Vehicles
		1. For major repairs to your vehicle which exceed $500, you must comply with the following procedures for MCF of SC to reimburse amounts over $500:
			1. Secure two (2) binding estimates as to the scope and repairs needed along with a guarantee of workmanship from a reputable garage. Check with trusted individuals or local churches for recommendations or references.
			2. Contact **Warren Smith** at (864)-675-6450. If a non-emergency, email mcfofsc@gmail.com providing the obtained proposals for needed repairs. MCF of SC will make the decision whether the vehicle should be disposed of or repaired.
			3. MCF of SC has limited funding and thus is only able to reimburse approved amounts for repairs exceeding $500.
		2. AC Maintenance
			1. Older vehicles will need frequent charging of freon due to age and mileage. If you experience AC failure, have the unit charged first. If the AC actually needs repair, we will share that cost on a 50/50 basis.
		3. Check Engine Light
			1. The “Check Engine” light is on in most of our vehicles. This light is set by the factory to be triggered at a particular mileage point on the odometer and does not usually indicate an engine problem. This light relates to the emission control system and EPA standards. We do not perform this maintenance due to the enormous expense. As long as the engine is running well, this light should be ignored.
3. **Vehicle Return**
	1. Upon return of the vehicle, please ensure the following are completed:
		1. Have the vehicle washed and double-check that all personal belongings are removed prior to return of the vehicle.
		2. Update the Vehicle Log Book with completed repairs and service, including receipts for our records. See **Section VI.a.** for details on repairs/service that needs to be completed for the vehicle.
		3. Fill the gas tank for the vehicle.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_