

Maintenance Swap Instructions

Starting December 1, 2018, all spare vans will have their own credit card to use for fuel while your van is at the shop. Please make sure that you use the van's credit card for fueling.

These are the new maintenance instructions:

1. Make sure you are picking up the van assigned to your group
2. Take your keys and binder with you
(we have master keys to all vans)
3. Use the spare van's credit card to only fuel the spare van
(All spare vans have their own credit card)
4. Record the spare van's odometer on its assigned binder
5. Record the spare van's odometer and your van's odometer in your group's binder.