

Church Van Policy

1. CCCC 15-passengers van is intended to support CCCC evangelism, mission, and fellowship activities.
2. To follow the safety and traffic regulations is the most important duty of each driver and passengers.
3. The use of the van is based on a first-come, first-serve basis, as long as this does not conflict with higher priority CCCC events.
4. It is advisable to make reservation one week prior to an event through the Department of General Service and Church Administrator.
5. Per CCCC insurance policy, only authorized individuals can drive the van.
6. Each driver is required to complete the following items:

6.1 Before leaving

- a. Check the engine oil
- b. Check the gas
- c. Check the tread on the tires
- d. Test brakes, headlights, wipers, and turn signals
- e. Report any potential problems before leaving

6.2 Upon returning

- a. Complete the form of Church Van Use Log
- b. Check the engine oil
- c. Fill up with gas
- d. Check the tread on the tires
- e. Test brakes, headlights, wipers, and turn signals
- f. Clean inside and outside
- g. Report any potential problems