

*Clifford Baptist Church*  
*Policies and Procedures Manual*

<b>Van Usage Policy</b>
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Clifford Baptist Church's insurance provider requires that all drivers be approved prior to driving any of the church vans. Consequently, a copy of each potential driver's license and driving record from DMV must be provided to the church office.

Van scheduling will be done by the Ministry Assistant. All requests are made through the Ministry Assistant to avoid conflicts in scheduling.

A gas account is available at Dogwood Exxon located directly across Rt. 29 across from the intersection of Rt. 29 and Rt. 151. Drivers will be required to sign the ticket with their name and the group being transported. If more than a tank of gas is needed out of the area and is paid for by the driver, receipts must be kept and given to the Treasurer for reimbursement.

Each driver will check the gas, oil, and tire air pressure levels before using the van. Paper towels, Windex, and air gauge will be placed in each van. If there are mechanical issues, they are to be reported to the maintenance team for action.

All trash must be removed from the van immediately upon returning from a trip.

Gas tanks must be filled at Dogwood Exxon upon returning from a trip as a courtesy to the next person driving the van.

Vans are lettered with the church name and logo for each identification.

Keys are numbered and issued by the Ministry Assistant. They may **not** be copied.