



260 Benton Station Road Benton, TN 37307
www.cfofpc.com

Van Use Guidelines

Adopted 6/27/2018

1. All drivers of the van must be at least twenty-five years old, have a valid driver's license, and meet the approval of the church's insurance company before they drive the van.
2. No more than fifteen people in the van. This is a mandatory maximum number regulated by our insurance company and cannot be changed.
3. The driver should have a passenger rider, as much as possible.
4. Seatbelts should be enforced at all times.
5. Drivers must obey speed limits and traffic laws and ensure that the van is driven safely.
6. The driver is responsible for ensuring that the van has an adequate amount of fuel for the trip.
 - a. A debit card can be obtained for payment from a member of the leadership team.
7. Any maintenance problems or concerns should be reported upon the return of the trip.
8. The following items need to be in the van at all times: the proof of insurance cards, copy of the van policy, first aid kit, and battery cables.
9. If taking an out of town trip, all fluid levels, brakes, lights, and tires should be checked prior to leaving on the trip.
10. The van should be cleaned out on a regular basis, especially after out of town trips.
11. Any music played in the van should reflect Christ.
12. Van use outside of regular service times must be scheduled with all department heads prior to the trip.
13. Give any necessary receipts to the Financial Team Leader.
14. Drivers are responsible to read, understand, and see that these policies are enforced while they

are operating the van.