

**Principal function:** To ensure that the church vans are used to promote a Christian Outreach Ministry by providing transportation for church sponsored or supported events.

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**Responsibilities:**

- Will ensure that all van drivers have turned in their proper information as required.
- Will maintain the approved van drivers list.
- Will submit driver's information to the church's insurance carrier.
- Will make recommendations concerning repairs and supplies needed for the vans.
- Will make recommendations for additional transportation requirements (such as new vans).
- Will ensure that drivers are performing the required inspections.
- Will ensure that drivers are requiring passengers to follow the passenger rules.
- Will ensure that drives are not returning the vans with empty or near empty fuel tanks.
- Will make recommendations for changes to the Church Van Policy & Procedures.

