Church Van Request Process Flow

1 - Requester submits filled out Church Van Request Form to Sponsoring Dept. deacon

2.1 - Sponsoring Department deacon assesses if 1) church van use, 2) gasoline + tolls reimbursement and 3) driver(s) are acceptable

no

2.2 - Sponsoring Dept. Deacon advises the Requestor 1) to use alternate means of transportation, 2) if gasoline + tolls will not be reimbursed and/or 3) if driver(s) are not acceptable

Concerns resolved

yes

3 - Sponsoring Department deacon submits signed Church Van Request Form to reservation@cbcm.org

4 - Physical Facilities Dept. deacon accesses if church van use and driver(s) are acceptable

Concerns need resolution

approved

5 - For new drivers, approval is conditional until step 8.2

6 - For new driver(s), Church Office Staff requests signed paper copies of

- CBCM Church Van Use Policy + Procedures + Driver Agreement
- CBCM Van Passenger Claim Release Form

7 - For new driver(s), van driver training is given

8.1- List of Approved Drivers is updated by Physical Facilities deacon

8.2 - Church Office Staff communicates van use approval to Requester and Driver(s)

9 - Driver sends gasoline reimbursement request to Sponsoring Dept. deacon.

10 - Sponsoring Dept. deacon sends reimbursement request to Finance Dept.

v2024.01 | 8/14/24 | KS