

## Selling Church or School Vehicles

**Procedure for Selling a Vehicle.** Once an NCC institution decides to sell a vehicle, it should contact the Conference Association office to request the vehicle's documents of title (Pink Slip). Once a buyer for the vehicle is found, please do the following:

1. Complete the odometer reading information in the middle to the title documents. Your institution can be liable for fines and penalties if this is not done properly.
2. Fill out and sign the Release of Liability form, making sure to include all the requested information concerning the buyer(s) and return the signed form to the Conference Risk Management Department. Your institution will be required to pay all necessary registration fees, penalties and insurance for the sold vehicle accruing until this properly completed and signed release of liability form is received. This is a requirement of the California Department of Motor Vehicles that we must follow to protect your institution from liability for any accidents or tickets involving the vehicle *after* it is sold.

The California DMV has posted on its website helpful information on vehicle sales and change of ownership. You can click here for more information from the DMV website: <http://www.dmv.ca.gov/vr/sell.htm>

If you have questions about the sale of a church or school vehicle, please call the Conference Risk Management Department or e-mail us at [rmdept@ncc.adventist.org](mailto:rmdept@ncc.adventist.org).