

I Company cars can only be borrowed for official purposes. All company cars should be driven by faculty or staff members only, except for the nine-seated van. Under no circumstances should a student drive a company car. Borrowers should park a company car in the designated parking space by the end of the day even the car is borrowed for more than one day. Violators will be banned from borrowing.

Photo	Purpose	License Plate No.	Seating Capacity	Location	Note
	Company car	BDP-3275	4	B1F, Teaching Building	
	Eight-seated van	BAH-8719	8	B1F, International College Building	
	Nine-seated van	8273-EL	9	B1F, International College Building	For university-level guests only. A guest list and a schedule should be provided to the General Affairs Section in advance.