



## CHURCH VEHICLE REQUEST FORM

This is a REQUEST. Once your request is approved and scheduled on the church calendar, you will be notified by email. Be sure to include your email contact.

Today's date: \_\_\_\_\_ Your name: \_\_\_\_\_

Your contact information:

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of group requesting vehicle(s): \_\_\_\_\_

Vehicle(s) requested: (Van is for 12 passengers or less; Bus will seat 25 plus driver)

Van: Y ☐ N ☐ Bus: Y ☐ N ☐

Driver's name (van): \_\_\_\_\_

(Minimum age is 21; copy of license must be on file in church office)

Driver's name (bus): \_\_\_\_\_

(Minimum age is 21; must have CDL license with P endorsement, copy must be on file in church office)

Date(s)/ Time(s) needed:

Pick up date: \_\_\_\_\_ Time: \_\_\_\_\_ Return date: \_\_\_\_\_ Time: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

Destination: \_\_\_\_\_

(Include city & state if out of town)

Approx. round-trip mileage: \_\_\_\_\_

Vehicles must be returned full of gas, free of trash inside and swept out (please wash windshield). Keys and mileage sheet must be signed out at the church office on pick-up and placed in the drop box beside the church office front door upon return.

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FOR OFFICE USE ONLY:

Date Approved: \_\_\_\_\_

Date scheduled on calendar: \_\_\_\_\_

Date contact notified: \_\_\_\_\_

Cancelled by: \_\_\_\_\_ Date of cancellation: \_\_\_\_\_