

Church Van/ Bus Usage Request Form

Date of Request: _____

Name of Person or Group Requesting Vehicle: _____

Contact Phone # _____

Please list a short description of the vehicle use and approximate mileage:

Is this a Re-occurring use? _____

The driver of the van/bus must hold a valid Driver's License and the Church bus driver must hold a valid Commercial License. For insurance purposes, please list the person who will be driving the van/bus if your group is providing the driver.

Driver

NCDL#

Please return the van/bus in clean condition and notify a staff person if there are mechanical problems with the vehicle. Please turn in fuel receipts if reimbursement is desired.

Keys may be checked out and returned in the church office during office hours or arrangements can be made for after hours pick-up.

Key # Issued

Date Returned