

Request For Vehicle Use

Today's Date: _____

van _____ trailer _____

Party Responsible for Vehicle: _____

Cell #: _____

Driver Name: _____

Cell #: _____

*Estimated Miles to be driven: _____

Pick-up Date: _____

Return Date: _____

Pick-up Time: _____

Return Time: _____

Special Instructions:

As the person requesting the vehicle, I will ensure the driver of the van for my event/trip is on the approved driver list and I will ensure that the driver of the van completes the Van Use form.

Signature of Person Requesting Vehicle: _____

Please list the expected driver(s): _____

The requested dates have been deemed available according to the van calendar and will be temporarily reserved. Final approval will be made by the Transportation Coordinator.

_____ M.A. Initials

Date: _____

Approved: _____, Trans. Coordinator

Date: _____

****Designates that this is only needing to be completed for the Van and not the Trailer***

******Please place completed form in the Church Office.******