CHURCH VEHICLE REQUISITION FORM

Today's Date _____

Date to be used: _____ **Departure time: _____**

Date of return: _____ **Return time: _____**

Person responsible for this activity: _____

Phone: _____ Email: _____

Name of organization/class/department: _____

Purpose: _____

Destination: _____

Approximate round trip mileage: _____

Vehicle(s) Requested: ☐ **25-Passenger Bus** ☐ **12-Passenger Van**

Notes:

- A driver for any of the vehicles must be approved by the church office and listed on the church insurance a minimum of one month ahead of usage date
- A driver cannot be submitted to the insurance company unless he has a CDL license with a passenger endorsement or has taken the Defensive Driving Course
- There are passenger limits on each vehicle
- The limits are listed with the vehicle above and include the driver; these limits are not to be exceeded under any circumstances
- Some of the vehicles may require special license requirements for the driver
- The vehicle log book and usage form must be filled each time the vehicles are used
- When gas tank runs below ¼ tank, fill tank with fuel using the church account

Name(s) of driver(s): _____

Signature of responsible party: _____

FOR OFFICE USE

Request approved by: _____ Date: _____

Master Van Calendar

Approved copies sent to: ☐ **File** ☐ **Event Coordinator**