

**First Baptist Church**  
**Church Van Request / Passenger Log**

Department / Group: \_\_\_\_\_

Brief Description of Activity: \_\_\_\_\_

Requested By: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_

Departure Time: \_\_\_\_\_ ( ) AM ( ) PM Est. Return: \_\_\_\_\_ ( ) AM ( ) PM

Scheduled Driver (s) \_\_\_\_\_  
(All drivers must be at least **21 years of age**)

How many other vehicles will be traveling with the church van? \_\_\_\_\_ vehicles  
( estimated )

Total group size: \_\_\_\_\_ Date Request Made: \_\_\_\_\_  
( estimated )

( The above information must be completed, provided to and processed by the church office prior to finalizing any reservation )

**Passenger Log (to be completed and left at church office at departure time)**

1) Driver (s) \_\_\_\_\_  
( Please attach **Proof of Insurance** for each listed driver. )

2) \_\_\_\_\_ 9) \_\_\_\_\_

3) \_\_\_\_\_ 10) \_\_\_\_\_

4) \_\_\_\_\_ 11) \_\_\_\_\_

5) \_\_\_\_\_ 12) \_\_\_\_\_

6) \_\_\_\_\_ 13) \_\_\_\_\_

7) \_\_\_\_\_ 14) \_\_\_\_\_

8) \_\_\_\_\_ 15) \_\_\_\_\_

Ending Mileage \_\_\_\_\_ Notes regarding Van Maintenance \_\_\_\_\_

Starting Mileage \_\_\_\_\_

Total Miles \_\_\_\_\_

Approved 11-99

## *First Baptist Church Church Van Use Guidelines*

These guidelines are designed to assure the efficient and safe use of the church van; and to assure its availability to all church groups.

- A scheduling calendar will be kept in the church office.
- Every effort should be made to pre-schedule van usage. Preliminary scheduling may be done with a phone call to the church office during office hours, Monday through Friday. No reservation is finalized until a Church Van Request/Passenger Log has been received and processed by the church office.
- While van operating expenses will be a separate budgeted item, user groups (particularly adult groups) are encouraged to “pass-the-hat” to cover fuel expenses.
- All groups are expected to return the van clean and with at least a  $\frac{3}{4}$  tank of fuel. Drivers are expected to check engine oil whenever fueling the vehicle.
- All drivers must be at least 21 years of age.
- Drivers should not have more than two driving violations within the past three (3) years
- Designated drivers are asked to provide evidence of current in-force insurance, not financial responsibility bonds.
- A completed passenger list will always be left at the church office prior to leaving on all trips.
- Youth trips must have two (2) adult drivers, when the church van is the only vehicle going on the trip.

Approved 10-99