

CHURCH VEHICLE USAGE REQUEST FORM

Date of Request: _____

Name of Person or Group Requesting Vehicle: _____

Contact Phone Number: _____

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

The driver of the van/bus must be at least 25 years of age and hold a valid North Carolina Driver's License. For insurance purposes, please list the person who will be driving the van/bus and provide a copy of his/her driver's license.

Driver

NCDL#

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

Please return the van/bus in clean condition and notify the Administrative Assistant if there are mechanical problems with the vehicle.

Issues Noted: _____

Authorized Drivers: Drivers must be at least 25 years of age, with a current North Carolina driver's license and a satisfactory driving record. Each church organization must provide the Administrative Assistant with the name of at least one person who will be that organization's designated driver and whose name will be included on the church's "Approved Drivers List." The Board of Trustees will schedule a training session as needed for all persons on the "Approved Drivers List." The only persons authorized to drive the bus are those on the "Approved Drivers List."

Responsibility: The Board of Trustees is responsible for the care and control of the bus and for the implementation and review of all policies and guidelines governing its use.

Expense Reimbursement: Each church group is responsible for paying for gasoline and traffic violations during bus usage.

Signature of Responsible Party: _____