

Vehicle Use Request Form
Zion Baptist Church
Trustee Ministry

Completed forms can be left in the Church Office or faxed to (757) 397-5327.

Requests MUST be submitted at least two (2) weeks prior to the requested use date.

Requester's Name: _____ Ministry: _____

Home Phone #: _____ Cell Phone #: _____

E-mail Address: _____

Vehicle Requested: _____ 14 passenger bus **OR** _____ 15 passenger van

Driver's Name (if other than requester): _____ Phone#: _____

Driver's Name (if other than requester): _____ Phone#: _____

Is the Driver(s) listed on the Church vehicle insurance & approved to drive church vehicles? YES NO

Has approved Driver agreed to drive on the date requested? YES NO

Destination: _____ No. of Passengers*: _____

Purpose of trip: _____

SIGNATURE OF REQUESTER: _____ DATE: _____

Date(s) of Use: _____ Start Time: _____ End Time: _____

DRIVER INSTRUCTIONS AND CONDITIONS OF OPERATION

- Have a valid U.S. driver's license, free of any suspension or revocation.
- Have successfully completed the Church's Vehicle Training Program.
- Arrange to sign out keys from the Church office Monday-Friday from 11:00 a.m. - 4:00 p.m. ONLY. Keys can be picked up within 24-48 hours of time of vehicle use. The vehicle should be picked up from King Street Lot, NO EARLIER THAN YOUR ASSIGNED TIME.
- Operate the vehicle in full compliance with all traffic laws, motor vehicle, and Church regulations.
- Return the vehicle to King Street Lot and return keys to the Church office.
- Report any mechanical failures or incidents immediately to Vehicle Use Administrator or Church office at (757) 397-1671.
- Report any accidents immediately (757) 397-1671. Accident forms are located in each vehicle, with explicit instructions how they should be completed. Any accident involving other vehicles, persons, or property **MUST** be reported immediately to the appropriate police department.
- Traffic Tickets/Citations must be reported to the Vehicle Use Administrator immediately upon return.
- The church reserves the right to remove any driver from the approved drivers list.

DRIVER: I have read and agree to fully comply with the instructions and conditions of operations listed above:

SIGNATURE OF DRIVER PICKING UP KEYS: _____ DATE: _____

SIGNATURE OF DRIVER RETURNING KEYS: _____ DATE: _____

Traffic Tickets and/or Citations are the responsibility of the driver.

To be completed by the Vehicle Use Administrator:

Requested Received by: _____ Date Received: _____

Approved: _____ YES _____ NO If "NO" state why: _____

Approved by: _____ Date Approved: _____

Scheduled Vehicle: _____ 14- passenger bus _____ 15-passenger van Pickup Date & Time: _____

Date Keys Picked Up: _____ Key Set #: _____

Date Keys Returned: _____ Key Set #: _____