

**FIRST BAPTIST CHURCH
VAN REQUEST FORM**

Name of group requesting use of van(s) _____

Date Requested _____

Church Departure Time _____ Arrival Time _____

Destination of Trip _____

How many people will be going? _____

How many vans will be needed? _____

Names(s) of driver(s) _____

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RULES AND REGULATIONS FOR USE OF VAN(S)

Drivers...

1. Must be between the ages of 25 and 75.
2. Must be a holder of a valid drivers license for 5 years.
3. Have a record of safe driving habits.
4. Have driven the van(s) without passengers, but accompanied by a driver on the approved driver's list.
5. Submit driver's license number and date of birth to the church office for their records and to the insurance carrier.

Trip Reports...

6. A trip report is placed on each van and should be filled out and returned with the keys at the conclusion of the trip by the driver.

Gasoline/Oil/ETC.

7. Gasoline and other such expenses come out of the transportation budget. Your group will need to pay the cost of 20 cents per mile back to the church.

Food and Drinks

8. Drinks are allowed *only* if they are in a sealable container. *No can drinks*. We ask that you try to refrain from having food on the van, however, if there is food, please be sure you clean up and throw away the trash.

BE SURE TO CLEAN UP THE VAN AFTER YOUR TRIP.