

BUS & VAN REQUEST FORM

University Church of Christ

Your Name: _____

Dates of use: _____ to _____

Your Phone: days _____ nights _____

Name of Ministry: _____

Times: Beginning _____ Ending _____

Purpose of Trip: _____

Destination: _____ Approx Total Mileage: _____

Drivers: (1) _____ (2) _____

Vehicle(s) Requested: (circle one or more) **ALL DRIVERS MUST BE ON THE CHURCH'S INSURANCE.) (SMALL BUS AND VAN DRIVERS MUST BE 21.) (LARGE BUS DRIVERS MUST BE 25 AND HAVE A CDL LICENSE.)**

Large Bus (min 11, max 29)

Van (min 5, max 10)
(max of 30 miles away)

Small Bus (max 15)

Small Trailer

I have read these guidelines and the **UCC Vehicle Guidelines** on the reverse side of this form and realize I am personally responsible for returning the vehicle refueled and clean (and/or trailer). This includes removing trash, cleaning all storage areas, sweeping the floor, and mopping, if necessary. If the exterior of the vehicle or trailer is obviously dirty from the trip, it must be washed. *I understand that if it is not returned clean, the responsible ministry (noted above) will be charged \$25. Also, if the vehicle is not refueled, the responsible ministry will be charged current gas price plus \$1 per gallon.*

Signature: _____ Date: _____

Office Use Only:

1) Vehicle(s) Returned _____ (date and time)

2) Keys and log book returned _____ (date and time)

3) Inspection and trip report completed _____ (date and time)

Vehicle(s) Assigned: _____

Date Booked on the Master Calendar: _____

Fees paid, if applicable: amount _____ date _____

Must initial when given keys: _____ (initial)

The driver is responsible for the following:

1. Obtaining the vehicle keys and log book from the office.
2. Entering requested information into the log book.
3. Locking the bus barn when removing or replacing the vehicle.
4. Refueling the vehicle before returning it. *Note: If the vehicle is not refueled, the responsible ministry will be charged current rate plus \$1 per gallon.*
5. All problems with or damages to the vehicle must be reported to Doug Key upon return of the vehicle.
6. In the event of an accident involving the vehicle or a passenger while in the vehicle, a complete accident report is to be submitted to the church office.
7. Securing the vehicle upon return.
8. Returning the keys and log book to the office.