

New Beginnings United Methodist Church Request For Vehicle Use

Description of Requested Vehicle :

14 Passenger Bus

Tag Number _____

When Needed :

Pick-up Time _____

Date _____

Return Time _____

Date _____

Ministry Using Vehicle:

Ministry/Trip Leader: _____

I certify that the use of the vehicle is for ministry use and I will ensure that all the policies and procedures for its use will be adhered to and that I will ensure that the driver(s) of the vehicle will likewise adhere to all the policies and procedures of operating the vehicle.

Signature _____

(Ministry Leader Requesting Usage)

Name of Chaparones _____

Driver's Name _____

D.O.B.* _____

* Driver's License Number _____

^ Destination _____

Reason for Use _____

Please use a separate sheet for additional drivers

* Required for first time drivers only.

^ If more than one destination, please attached itinerary

To Be Filled Out By Facilities Staff

Request : Approved _____

Denied _____

Comments Regarding Decision _____

Person Making Decision _____

Date _____

(Signature)

Vehicles Used (list each) :

Odometer Reading : Beginning
Ending

Total Miles Driven

Mileage Charge

Total Direct Costs

Other Charges (Specify)

Total Charges

\$	\$	\$	\$

Note : Please list any damages to vehicle, mechanical defects, etc. on the Vehicle Repair Report.