

**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.**