



# FBCRM

## VEHICLE REQUEST FORM

Dear Church Family,

God has blessed us with 5 vans to use. He instructs us in His word to be good stewards of all His blessings. Below you will find instructions for using any of the FBC vehicles. As we know, you will take great care of the vehicle you are using. Our goal is to be more accountable not only to each other but to our insurance as well. Please follow the instructions carefully. Thank you so much, and may God bless you in your travels.

Instructions for vehicle use:

1. Please fill out form and either email it or bring it by the main office. We will either call or email you when it has been approved.
2. Please pick up the van keys during office hours. You can drop them off in the office or in the drop box on the side office door.
3. You are responsible for the van being cleaned out and the gas tank being refilled. Please forward the receipt for gas along with a check request form to Tammy Puckett for reimbursement. The listed ministry will be charged for fuel reimbursement and mileage.
4. Log your miles at the beginning and end of your trip in the log that is in the vehicle.
5. There is a \$.50/mile charge to the ministry for using a FBCRM vehicle.
6. You must request the vehicle at least one month in advance of your need.
7. Only a person on our "Approved Driver" list may drive the vehicle.

**Date Requested:** \_\_\_\_\_ **Date Needed:** \_\_\_\_\_ **Number of Vans Needed:** \_\_\_\_\_

**Driver(s):** \_\_\_\_\_ **Trailer Needed: Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Group Requesting Vehicle:** \_\_\_\_\_

**Driver/Group Contact Information:** \_\_\_\_\_

**Destination:** \_\_\_\_\_ **Reason for Use:** \_\_\_\_\_

**Requestor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Driver(s) Signature(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

(to be signed when picking up keys)

**Date Key Returned:** \_\_\_\_\_

*By signing this form, you are saying you understand & comply with the above instructions. Please note, not complying could result in any future approval of vehicle use being denied.*