

Vehicle Request Form

Please have an adult representative make arrangement for keys with Mel during the week of your event.

All request forms need to be turned in at least 3 weeks prior to event to ensure availability of vehicle.

Requesting a vehicle 2 weeks or less from your event date does not guarantee it will be available.

Today's Date _____

Event Date _____

Activity of Event _____

_____ Leave Time _____ Return Time _____

Destination _____ Total # of people _____

Vehicle Requested: People Mover (PM) _____ (CDL w pass endorsement req) Van _____ Tahoe _____

Trailer requested Y N Size _____

Vehicle capacity: PM 35 (incl driver) Van 15 (incl driver) Tahoe 7

Requested by _____ Phone # _____

Driver #1 _____ Phone # _____

Driver #2 _____ Phone # _____

Driver #3 _____ Phone # _____

Group Leader _____ Phone # _____

Driver #1

Driver #2

Driver #3

Completed volunteer app

Completed volunteer app

Completed volunteer app

Copy of DL in church office

Copy of DL in church office

Copy of DL in church office

Over age 25?

Over age 25?

Over age 25?

CDL what class? _____

CDL what class? _____

CDL what class? _____

Vehicle Maintenance

If you notice anything wrong with the vehicle, please make the staff aware of the problem the next business day.

The gas tank will be full for your event.

When your event is complete, please leave the vehicle clean and park in the bus barn. (Tahoe excluded)

Office Use Only

Approved Date: _____ Key _____ Checked Out Date _____

Name of person checking out keys _____