

# Van Reservation Form

## Northside Baptist Church

of Mechanicsville, Virginia, Inc.

Today's date: \_\_\_\_\_

Your name: \_\_\_\_\_

Phone: (cell) \_\_\_\_\_ (other) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name of group requesting van: \_\_\_\_\_

### Trip Information:

- Date & time of departure: \_\_\_\_\_
- Date & time of return: \_\_\_\_\_
- Destination: \_\_\_\_\_
- Approximate mileage: \_\_\_\_\_  
(Trips over 35 miles one-way must have two church-approved drivers).
- No. of people traveling: \_\_\_\_\_ (church van seats a max of 12)
- Name(s) of driver(s): \_\_\_\_\_
- Are all drivers on the church's approved driver list?: Yes \_\_\_\_\_ No: \_\_\_\_\_
- If required, names of chaperone(s): \_\_\_\_\_

- ❖ Drivers **must** be on the church's *approved* van driver list.
- ❖ Seat belts must be worn by everyone in the van.
- ❖ Call the church office one week prior to arrange pick up of van keys, credit card and any appropriate paperwork.
- ❖ Upon completion of the trip, van is to be returned to the church parking lot, with all trash removed and vacuumed if needed. At least one-quarter tank of gas is to be left in the van.
- ❖ All van keys, credit cards, and receipts are to be turned into the church office immediately.

*I have read and understand all church van policies and procedures:*

\_\_\_\_\_  
**Signature** **Date**

\*\*\*\*\*

### FOR OFFICE USE ONLY

Date received in church office: \_\_\_\_\_

Drivers have met all requirements: \_\_\_\_\_

Approved by Vehicle Team Leader? \_\_\_\_\_

Date placed on calendar and van schedule: \_\_\_\_\_