

*Van Reservation Form*  
*Northside Baptist Church*  
*of Mechanicsville Virginia, Inc.*

Today's Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

Phone #s: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Name of Group Requesting Van: \_\_\_\_\_

Van(s) Requested: \_\_\_\_\_ Gray (seats 10 max.) \_\_\_\_\_ White (seats 12 max.)

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: \_\_\_\_\_
- If required, Name(s) of Chaperone(s): \_\_\_\_\_
- Name(s) of Driver(s): \_\_\_\_\_
- Are all drivers on the Church's approved driver list: Yes \_\_\_\_\_ No: \_\_\_\_\_

- ❖ Drivers must meet all conditions stated in *Northside's Van Driver Policy and Procedures*; for example, have a valid Virginia driver's license, be at least 25 years of age, have their driving record on file in the church office, etc., and be approved by the Vehicle Team Leader.
- ❖ Seat belts must be worn by everyone in the van(s).
- ❖ On a weekday prior to the trip, call the church office to arrange pick up of van keys, credit card(s) and any appropriate paperwork. Upon completion of the trip, van(s) are to be returned to the church parking lot. 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**

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**FOR OFFICE USE ONLY**

Date received in church office: \_\_\_\_\_  
Drivers have met all requirements: \_\_\_\_\_  
Approved by Vehicle Team Leader? \_\_\_\_\_

Date placed on calendar/van schedule: \_\_\_\_\_  
Van keys returned? \_\_\_\_\_