

**First Baptist Church South Richmond
Vehicle Use Request Form**

- Please complete page 1 of this form and return it to the Church Business Administrator
- If your request is approved, the “Trip Tic” vehicle inspection form (page 2) along with the vehicle’s keys will be provided prior to your departure. Please see the Church Business Administrator for keys and Trip Tics.
- Unless other arrangements are made, keys and completed Trip Tics are to be returned to the Church Business Administrator in the church office by 9:00am on the morning of the first business day after the completion of your trip.

Please complete all requested information as listed below. No authorization will be granted if any information is not provided.

- 1) Today’s Date: _____
- 2) Description of Vehicle Requested: _____
- 3) Requested By (Name): _____
Address: _____ Phone Number: _____

- 4) Destination & Purpose of Trip: _____

- 5) Departure Day & Date: _____ Departure Time: _____
- 6) Expected Return Day & Date: _____ Expected Return Time: _____
- 7) Person Responsible for Driving the Church Vehicle During this Trip: _____
Phone Number _____
- 8) Person Responsible for Refueling the Vehicle After Use: _____
Phone Number _____
- 9) Person Responsible for Securing the Used Vehicle in Parking Lot: _____
Phone Number _____
- 10) Person Responsible for Returning Van Keys: _____
Phone Number _____

Church Business Administrator Approval

Signature: _____ Date of Approval: _____
White Bus: (ZGK-1400) _____ Green Van: (DVD-357) _____ Other: _____
White Van: (YLX-3771) _____ White Van: (YLX-3772) _____

First Baptist Church
“Trip Tic”

The following information must be completed by the designated drivers of the church vehicles.

Date of Trip: _____

Vehicle License Plate #: _____

Driver(s): _____

Destination & Purpose of Trip: _____

INSPECTION BEFORE USE:

____ Driver’s Insurance Verification left with Church Business Administrator prior to departure.

*All drivers of church owned vans must be listed on the insurance of
First Baptist Church, South Richmond.*

____ Copy of driver’s license & registration left with Church Business Administrator prior to departure.

Gas/Fuel at Departure: E ¼ ½ ¾ F Odometer Mileage at Departure: _____

Exterior Damage: Yes / No Comment: _____

Interior Damage: Yes / No Comment: _____

Tires _____ Lights _____ Turn Signals _____ Oil _____
Brakes _____ Coolant _____

INSPECTION AFTER USE:

Actual Return Day & Date: _____ Actual Return Time: _____

Gas/Fuel at Departure: E ¼ ½ ¾ F Odometer Mileage at Departure: _____

Exterior Damage: Yes / No Comment: _____

Interior Damage: Yes / No Comment: _____

Tires _____ Lights _____ Turn Signals _____ Oil _____
Brakes _____ Coolant _____

Driver (s) Signature(s):

Print: _____ Signature: _____

Print: _____ Signature: _____

Key’s Received and Van Inspected

Church Business Administrator: _____ Date: _____

Comments: