



# first baptist church

Bringing HOPE to Palm Coast

## of Palm Coast

## Vehicle Request Form

Please print clearly and fill out completely.

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

Requestor & Phone #: \_\_\_\_\_ FBCPC Ministry Area: \_\_\_\_\_

I, the undersigned hereby request use of the following church owned vehicle(s): (check all that apply)

26 Passenger Bus       15 Passenger Van

From: \_\_\_\_\_ am/pm  
DAY OF THE WEEK                                      DATE                                      TIME

To: \_\_\_\_\_ am/pm  
DAY OF THE WEEK                                      DATE                                      TIME

To transport approx.. \_\_\_\_\_ persons from \_\_\_\_\_  
ORIGNATION  
to \_\_\_\_\_  
DESTINATION

Purpose of trip: \_\_\_\_\_

Estimated Distance: \_\_\_\_\_ miles one-way.

Name of Driver(s): \_\_\_\_\_

*\* The group requesting use of an FBCPC owned vehicle must secure a driver from the approved driver's list. Those operating the 25 Passenger Bus are required to have a CDL license with a passenger endorsement.*

I, the undersigned, acknowledge that I have read and understood the First Baptist Church of Palm Coast Vehicle Use Policy and I agree to follow the terms and conditions therein. I further certify that I will be responsible for this vehicle while it is under my charge and will ensure that the vehicle policies and procedures are followed; that the vehicle is not mishandled in any way; that it is never driven in excess of the speed limit and that proper steps will be taken to remedy mechanical trouble. I will ensure that all information required on the Vehicle logbook and return form is thorough and accurate, and that the vehicle will, at all times, be operated in accordance with the laws of the State wherein it is driven. Lastly, I certify that only the driver(s) of record as listed above will drive the vehicle(s).

\_\_\_\_\_  
Requestor's Signature                                      Date

\_\_\_\_\_  
Business Manager's Approval                      Date