

VEHICLE USE FORM

Today's Date _____ Name _____

Please indicate what you are requesting to use:

- White Van #1 driver _____ phone _____
- White Van #2 driver _____ phone _____
- Black/Red Van driver _____ phone _____
- Trailer
- Shell Charge Card

Drivers of church vehicles *must* be cleared by our insurance policy. If you *have not* been cleared by our insurance you *may not* drive the vehicles.

Driver cleared by insurance? Yes _____ No _____

Destination: _____

Approximate Mileage: _____

Pickup Date _____ Pickup Time _____

Return Date _____ Return Time _____

Requests for vehicles must be turned into the church office no less than three days prior to the scheduled pickup date. Keys may be picked up in the church office during normal office hours the day before the scheduled pickup date.

I hereby acknowledge receipt of the Application and Agreement for Use of Vehicles. I agree to show proof of a valid Washington State drivers license and personal auto insurance before I pick up the vehicle(s).

Signed _____

Date _____

REFUELING CHURCH VANS

- Vans should be refueled at the end of each use.
 - Fuel vouchers are located in the back of the Log Book, or you may check out the Texico charge card from the church office.
 - Fuel vouchers are accepted at the 76 Station on Trosper Rd. just off the freeway.
1. Present voucher to cashier at station.
 2. Use the Log Entry number for the Log Book as a reference number on the voucher.
 3. Record the voucher number onto the Log Book, as well as gallons and total cost.
 4. Sign & fill in all other information on the voucher.
 5. Place receipt in back of the voucher pocket in the Log Book.