



First Baptist Church of Patchogue
VAN USAGE REQUEST FORM
Submit Form to Trustees for Approval

Name: _____ Date: _____

Address: _____

City: _____

Telephone: _____ Email: _____

Name of Ministry: _____

Reason for Trip: _____

Date(s) of Trip: _____

Signature of person driving the van: _____

Vehicle Mileage (before trip): _____

Vehicle Mileage (after trip): _____

VAN USAGE POLICY

1. The driver must be on list of approved drivers.
(Check with the church office on how to register as a driver. Note: Drivers must be 25-70 yrs. old)
2. Church vans may hold no more than 12-passengers.
3. Long distance trips need a minimum of 5-passengers to use the vans.
4. Please return the gas tank full.
5. Those riding in the vans bear the cost of gas and tolls. These costs are not to be charged to the ministry's budget.
6. Track start of trip and end of trip mileage.
7. The person signing out the vans must report any maintenance or repair issues.
8. Vehicles are to be returned clean.
9. A chaperone is required when a vehicle is used to transport children or young people.