

Vehicle Request Procedure

Ministry Head must fill out the GSC Vehicle Request Form to utilize Church Vans.

PROCEDURE

1. The Vehicle Request Form should be turned in at least 1 week in advance of the event to receive approval.
2. All sections of the form must be completed, especially the destination.
3. There must be a contact number provided on the form.
4. Ministry Head must have a designated driver (s) who submits:
 - A photocopy of their current driver's license attached to the form.
 - The designated driver (s) is the only person who can operate the vehicle.
5. Ministry Head must put completed form in the mailbox of the Transportation Ministry for approval.
6. Once the Vehicle Request is approved, the driver must fill out the "Sign-out Sheet" on the day of van pickup.
7. Before leaving with the vehicle:
 - Complete the "checklist" located in the vehicle.
8. When returning the vehicle, the driver must:
 - Refuel the vehicle to the level it was when picked up.
 - Complete the "checklist" inside the vehicle.
 - Return the key and the checklist immediately by placing them in the mailbox of the Transportation Ministry.
 - Report any abnormalities in the operation of the vehicle to the Transportation Ministry.

Greater Shiloh Church Main & North Campus

Vehicle Request Form

Today's Date _____

Ministry: _____ Ministry Chairperson _____

■ Contact Person/Cell Phone _____ / _____

■ Preferred Van Usage Date (s) _____

■ Departure (Time) _____ (Day) _____

■ Estimated Return (Time) _____ (Day) _____

■ Destination Name: _____

City _____ State _____

■ Purpose of Trip: _____

■ Name of Driver (s) _____ Driver's License Attached

(1) _____

(2) _____

(3) _____

(4) _____

■ Number of People Travelling: _____

■ Number of Vans Requested: _____

■ Please present a COPY of this form when picking up Van key(s).

■ Once you have received the key, please return this form to the Transportation mailbox.

Person I received key from: _____

I will personally inspect and leave the GSC van cleaner than it was when it was picked up. I will also return the Van keys to the designated place.

Print Name _____ Date _____

Signature _____

■ Date Approved _____ Approved by _____