



VAN TRIP SHEET

The van must be checked out through the Church Office during normal office hours. Individual will receive Van keys and trip sheet.

Drivers must perform a visual inspection of tires, lights and fluid leaks before, during and after return from trip. Record all pertinent information when van is returned.

Name of Ministry _____ Date _____

of Travelers _____ Driver _____ License # _____

Destination _____

Beginning Mileage _____ Gas level _____

Ending Mileage _____ Gas Level _____

Miles Driven _____ Gas purchased \$ _____ (attach receipts)

Please describe any problems encountered with van

Please list any materials used from Emergency kit

Notes/Comments

Use of the Church Van is limited to organized ministries and activities related to the ministry of Antioch Missionary Baptist Church. Violation of this policy may result in driving privileges being suspended.

Approved drivers must be between the ages of 25 and 70 years with a copy of a valid driver's license on file in the church office.

Do not exceed the number of passengers for the vehicle

All passengers must wear seat belts

Vehicles must be returned with clean interior and full tank of gas.

The registration and insurance information are in the van's glove box.