

WFMC Vehicle Request Form

Person/Group Requesting Use: <hr/> Name <hr/> Group <hr/> Phone <hr/> Email	Event: <hr/> Name of Event or Purpose <hr/> Date(s) of Event (include day of week) <hr/> Location <hr/>
--	--

<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Vehicle(s) Being Requested</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Driver</u></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"><input type="checkbox"/> International Bus <i>(CDL Driver only)</i></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Van No. 1 (White)</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Van No. 2 (White)</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Truck</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Trailer</td> <td style="border-bottom: 1px solid black;"></td> </tr> </tbody> </table>	<u>Vehicle(s) Being Requested</u>	<u>Driver</u>	<input type="checkbox"/> International Bus <i>(CDL Driver only)</i>		<input type="checkbox"/> Van No. 1 (White)		<input type="checkbox"/> Van No. 2 (White)		<input type="checkbox"/> Truck		<input type="checkbox"/> Trailer		Date(s) Requested (include day of week) <hr/> <hr/> <hr/> <hr/> 	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center; border-bottom: 1px solid black;">Vehicle Pick-Up</th> </tr> <tr> <td style="border-bottom: 1px solid black;">Date (include day of week)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Time</td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center; border-bottom: 1px solid black;">Vehicle Return</th> </tr> <tr> <td style="border-bottom: 1px solid black;">Date (include day of week)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Time</td> </tr> </table>	Vehicle Pick-Up	Date (include day of week)	Time	Vehicle Return	Date (include day of week)	Time
<u>Vehicle(s) Being Requested</u>	<u>Driver</u>																			
<input type="checkbox"/> International Bus <i>(CDL Driver only)</i>																				
<input type="checkbox"/> Van No. 1 (White)																				
<input type="checkbox"/> Van No. 2 (White)																				
<input type="checkbox"/> Truck																				
<input type="checkbox"/> Trailer																				
Vehicle Pick-Up																				
Date (include day of week)																				
Time																				
Vehicle Return																				
Date (include day of week)																				
Time																				

GENERAL RULES:

1. I understand that it is my responsibility to acquire and return the vehicle key(s) during office hours, Monday - Friday, 8:30 am - 4:00 pm, or by appointment on Wednesday evenings.
2. I agree to operate the vehicle(s) in a safe manner, including obeying all posted speed limits, properly using passenger restraints, not texting, and using the cell phone only with a hands-free set.
3. No food or drinks shall be consumed by passengers. Only the driver and adult travel assistant shall have food or drinks.
(Applicable to Van No. 1 and Van No. 2 only)
4. I will return the vehicle(s) clean and ready for use by the next party.
5. I will complete the Trip Log and do the appropriate pre-trip inspection.
6. I will document any operational issues or accidents on the Vehicle Problem Log. A Vehicle Problem Report shall be completed and given to the staff member responsible for vehicle usage.

I have read and agree to the Vehicle Use Policy and the rules listed above.

Signature

Today's Date

<p>OFFICE USE ONLY</p> Pastoral Staff _____ Staff Assistant _____	<p style="text-align: center;">Staff Assistant Use Only</p> Date Received _____ Notification of Approval/Disapproval _____ <div style="display: flex; justify-content: space-between;"> Name Date </div> <input type="checkbox"/> Copy of Vehicle Policy has been provided to Requester. <input type="checkbox"/> Recorded on Vehicle Reservation Calendar.
--	---