

## WFMC Vehicle Request Form

1. Number of Vans Needed (1—6): \_\_\_\_\_

2. Trailer 1 \_\_\_\_\_ Trailer 2 \_\_\_\_\_

3. Driver(s) For Vans:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pickup Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

Trip Destination: \_\_\_\_\_

Vans / Trailers are assigned by availability and purpose of use.

Group/Person Requesting Use: \_\_\_\_\_

Phone / Email: \_\_\_\_\_

*Please note: Ours is a "self-cleaning" van fleet. By your signature below, you are giving your assurance that the following will be done:*

- 1. Vacuum van(s) upon return—floor / seats (vacuum in C200)*
- 2. Remove all trash*
- 3. Refuel*

### GENERAL RULES (please read and check)

- ☐ I understand that it is my responsibility to acquire and return the vehicle key(s) **during office hours, Monday - Friday, 8:30 am - 1:00 pm, or by appointment on Wednesday evenings.**
- ☐ 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.
- ☐ No food or open drinks shall be consumed by passengers. Drink bottles with screw top lids are allowed.
- ☐ I will return the vehicle(s) clean, refueled and ready for use by the next party, parking it in its designated parking space.
- ☐ For out of area trips, I will do the appropriate pre-trip and post-trip inspections, using the VEHICLE INSPECTION CHECKLISTS form received at key pickup.
- ☐ I will document and report any operational issues, damage to the vehicle, or accidents on the VEHICLE INSPECTION CHECKLISTS form, returning it to the church office as soon as possible after trip completion, along with the vehicle keys.

I have read and agree to the rules listed above.

Please save this document and turn it in to the church office (paper or electronically.)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Today's Date**

#### OFFICE USE ONLY

Pastoral Staff \_\_\_\_\_

Staff Assistant \_\_\_\_\_

#### Staff Assistant Use Only

Date Received \_\_\_\_\_

Van/Trailer No(s) Assigned \_\_\_\_\_

Notification of Approval/Disapproval \_\_\_\_\_

Name

Date

☐ Copy of Vehicle Policy has been provided to Requester.

☐ Recorded on Vehicle Reservation Calendar.

Updated 10-1-25