

FBC Vehicle Request Form
(Turn form in to the Administrative Assistant)

Today's Date: _____

Requested By: _____, Phone No: _____

Mailing Address: _____

City, State, and Zip: _____

Request for: _____ Van(s) _____ Mini Bus _____ Trailer

Insurance Policy dictates that Vans only carry 9 riders and 1 driver, Mini Bus carries only 14 riders and 1 driver, and trailer is no longer pulled by these vehicles due to rollover hazards.

Day and date to be used: _____

Date and time to be picked up: _____ To be returned: _____

Destination: _____

City and State: _____

Driver's name and phone number: _____

Drivers must be church members between the ages of 25-70 to be covered on our insurance policy. To be added to our insurance policy, you must have a CDL or chauffeur's license, or attend a special training class provided by our insurance company.

Those requesting vehicles and all drivers should read and understand the Vehicle Policies. Fill up fuel tanks after use. Groups that do not refill will be charged an additional fee.

CHARGES/EXPENSES

What organization/department is the event connected to? _____

Gas, etc. Can be charged to budget # _____ Budget item: _____

Requires approval by minister in charge of this budget item: _____

(Minister's Signature)

OFFICE USE ONLY

Approved _____ **Not approved** _____ **Date approved** _____

Comments/Concerns: _____

Contacted by: _____ **on** _____ **Rev. 9/05**