



# VAN REQUEST FORM

## Colonie Christian Life Center

Your Name \_\_\_\_\_ Today's Date \_\_\_\_\_  
 Your Email \_\_\_\_\_ Your Phone # \_\_\_\_\_  
 Church Department: \_\_\_\_\_ Type of Event: \_\_\_\_\_  
 Destination: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_  
 Requested Pick Up Date/Time: \_\_\_\_\_ Requested Return Date/Time: \_\_\_\_\_

The following guidelines apply when using a church van.

1. The driver must be at least 21 years old.
2. The driver must have a clean driving record.  
**\*Please submit a photocopy of the Driver License for every driver.**
3. The driver must be free from any medications that might cause drowsiness or impede driving.
4. The van is reserved for church use only. Any outside organization or private use is prohibited without Pastoral approval.
5. In accordance to State law, Colonie Christian Life Center requires that all passengers, employees included, must wear a seat belt at all times when riding in or driving the vehicle.
6. Every child 4 years old and under must be secured in a child safety seat; children 5-7 years old must be secured in a booster seat.
7. All vans accommodate a maximum of 15 passengers.
8. The posted speed limit must be observed at all times.
9. Never place any cargo on the roof and never tow any trailer without prior permission.
10. If seats are removed, they must be stored in the garage and replaced when van is returned.
11. Upon return, you are responsible to clean out the van interior and replenish any gasoline used.
12. Keys must be returned to the church office at drop off or as soon as possible if office is closed.
13. The Vehicle Usage Log must be completed at drop off.
14. The Vehicle Trouble Report must be completed as necessary.
15. The Vehicle Accident Report must be completed as necessary and submitted to the church office on the same day as the incident.

I have read the guidelines and I agree to comply.

Signature: \_\_\_\_\_

### FOR OFFICE USE

Approved      Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Denied      Reason for denial: \_\_\_\_\_

Photocopy of Drivers License on file

Keys Available for pick up in Church Office on: \_\_\_\_\_