

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

Today's Date: _____

Requested by: _____ Phone No: _____

Mailing address: _____

City, State, Zip: _____

Request for: Mini Bus _____ **Trailer** _____

Day and date to be used: _____

Date and time to be picked up: _____

Date and time to be returned: _____

Destination: _____

City and State: _____

Driver's name and phone number: _____

Drivers must be church members between the ages of 22-70 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.
Be sure the vehicles are filled with fuel before returning.**

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. 01/12