

Vehicle Reservation Request

Date Submitted: _____ Vehicle Requirements: Bus Van
Ministry Group Making Request: _____
Person Making Request: _____ Day Phone: _____
Destination: _____ City: _____
Departure Date: _____ Day: SUN MON TUE WED THUR FRI SAT Time: ____ AM/PM
Return Date: _____ Day: SUN MON TUE WED THUR FRI SAT Time: ____ AM/PM
Expected Number of Passengers: _____
Desired Driver: _____ Confirmed
First Alternate: _____ Confirmed
Co-Driver: _____ Confirmed

All drivers must be at least 25 years of age, an attendee of or hired by CBC and possess a valid SC/NC driver's license. There can be no restrictions other than vision correction. There can be no more than two (2) violations or one (1) chargeable accident within the last 2 years. A copy of the operator's license and each driver's MVR must be on file in the church office.

The church vehicles will be used for church related activities only. Individual groups will be responsible for gasoline or fuel. After approval, scheduling to receive the key will be the approved driver's responsibility. After completion of trip, the vehicle key must be turned in to the church office. Vehicles must be returned with the fuel tank full. Any abuse of this policy or misrepresentation of the facts will result in limited future use by this driver and/or group.

Who will pre-check the vehicle? Group Leader Driver
Who will post-clean the vehicle? Group Leader Driver

Additional Comments:

Requested by: _____ Date: _____
Scheduled by: _____ Date: _____
Confirmed to requester by: _____ Date: _____ Time: _____

Key picked up by: _____ Date: _____
Key Returned by: _____ Date: _____

