

FEFC VEHICLE USE REQUEST FORM/ PRIVATE VEHICLE INFORMATION FORM

Faith Evangelical Free Church
2201 South 42nd Street
Manitowoc WI 54220-9702
(920) 684-7208

SECTION 1

NOTE: All drivers that are qualified to and desire to use the FEFC vehicle must first receive and read the **FEFC Church Van Policy & Procedure** guidelines. **PERSONAL VEHICLE USE** - All drivers of personal vehicles transporting children/youth for FEFC must have read and agreed to follow the policies & procedures for transporting youth/children or adults, be a qualified driver and must complete Section 1 & 2 and passenger list on this form for their vehicle.

_____/_____
Departure Date /Time _____/_____
Return Date /Time _____
Vehicle (Van, etc.)

Group Name _____
Destination _____
Purpose

*Person in charge _____
Approved Driver's Name _____
Approved Driver's Name

*As the person in charge, I agree to: (1) follow all of FEFC's safety procedure and allow only approved drivers to operate the vehicle (see the FEFC Church Vehicle Use Policy), (2) perform a complete vehicle safety check before driving the vehicle (see Vehicle Data Check list), (3) report damage or injuries promptly to the church office, (4) check oil when refueling, (5) log vehicle expenses, (6) FEFC van only—return the vehicle with a full gas tank, (7) upon returning, return this form, and the keys (FEFC van only) to the office during church office hours.

SECTION 2

Vehicle Data:

Odometer: Before _____ After _____ **Gas Tank:** Before _____ After _____

Trip/Gas: \$ _____ \$ _____ \$ _____ \$ _____

Trip/Oil \$ _____ \$ _____ \$ _____ \$ _____

Trip/Other \$ _____ \$ _____ \$ _____ \$ _____

Safety Check List—before trip:

____ oil ____ windshield washer reservoir ____ radiator level ____ tires ____ windshield wipers
____ headlights ____ brake lights ____ directional lights ____ emergency flashers ____ horn ____ brakes
____ mirror ____ seat belts ____ Emergency kit ____ First Aid kit ____ shovel ____ brush ____ insurance card &
registration

NOTE: During winter weather be sure to clear snow from all windows, mirrors, headlights, taillights, and license plate.

FEFC VEHICLE USE REQUEST FORM/ PRIVATE VEHICLE INFORMATION FORM

SECTION 3

FEFC Van Only:

After use, indicate vehicle problems or condition:	OK	Not OK	Identify Problem
Oil Usage	_____	_____	_____
Engine Performance	_____	_____	_____
Tires	_____	_____	_____
Horn	_____	_____	_____
Lights Headlamp: Left/Right.....	_____	_____	_____
Stop: Left/Right	_____	_____	_____
Directional: Front/Rear/Left/Right...	_____	_____	_____
Emergency Signals.....	_____	_____	_____
Exhaust System.....	_____	_____	_____
Brakes.....	_____	_____	_____
Steering.....	_____	_____	_____
Other _____	_____	_____	_____

List passengers below—ALL VEHICLES USED

OFFICE USE

_____ / _____ Approved by Date	_____ / _____ Released by Date	_____ / _____ Returned to Date
Distribution: _____ Original/Office	_____ Person in Charge (Before Use)	_____ Elder (After Use)