

# Ben Hill United Methodist Church Van Reservation Form & Trip Report

Sponsoring Group \_\_\_\_\_ Today's Date \_\_\_\_\_

Dates & Times desired \_\_\_\_\_ Destination(s) \_\_\_\_\_

Group Contact & Phone# \_\_\_\_\_ Purpose of trip \_\_\_\_\_

Driver's name \_\_\_\_\_ Alternate Driver \_\_\_\_\_

Driver / Alternate Driver License # \_\_\_\_\_ / \_\_\_\_\_

Driver / Alternate Driver Cell Phone # \_\_\_\_\_ / \_\_\_\_\_

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

*(Transportation Ministry)*

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

*(Director of Operations)*

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## VAN LOG & TRIP REPORT (POST-TRIP FORM)

\_\_\_ CHECKLIST, KEYS, VAN LOG & TRIP REPORT delivered to Church Office

\_\_\_ INTERIOR AND EXTERIOR CLEAN; and POST-TRIP INSPECTION COMPLETED

\_\_\_ GAS TANK FULL

\_\_\_ SERVICE OR REPAIR DONE OR NEEDED AS NOTED HERE: \_\_\_\_\_

Trip Start Date: \_\_\_\_\_ Trip End Date: \_\_\_\_\_

Mileage at Start: \_\_\_\_\_ Mileage upon Return: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Signed (Primary driver) \_\_\_\_\_ Date: \_\_\_\_\_