Updated 7/2016

CHINESE EVANGELICAL FREE CHURCH

Transportation Request Form

Person Requesting: …… Today's Date: ……

Day Phone: …….. Evening Phone: …….. E-mail: ……

Fellowship or Committee: ……

Purpose …… Destination …….. Estimated Miles Round Trip ……..

Date(s) of Usage: **From**: Date ……... Time …….

To: Date …… Time …….

Number of vehicles requested: …….

Circle vehicle(s) preferred: **White Toyota Sienna** (8 passengers) **Silver BlueToyota Sienna** (8 passengers) **Gold Odyssey** (7 passengers)

Driver(s)' Information:

Name and License Number of All Drivers ……

Address(es), City, Zip: ……..

……...

Day Phone: …… Evening Phone: …… E-mail: ……

Transportation Policy and Agreement

1. Drivers of CEFC vehicles must be listed on "Insured Drivers List." Requests can be made to CEFC office to be approved for driving CEFC vehicles.
2. Request for CEFC vehicle use can be made within one month of the date(s) of usage and no sooner. Approval for usage will be given on a first come first serve basis.
3. Use of CEFC vehicles must be for CEFC or related ministries; not for personal use of CEFC members.
4. The person requesting use of CEFC vehicles will be responsible for the following:
    a. Cleaning out the interior of vehicle(s) after usage.
    b. Reporting back mileage traveled on return of vehicle(s)
    c. Refueling vehicle(s) to the same gas level prior to use
    d. Reporting back any difficulties or problems with the vehicle(s)
    e. Returning vehicle(s) to CEFC parking lot and keys to the church office.

I agree to the above policy and to the responsibilities entailed. I also realize that if I do not abide by this agreement that I will jeopardize my future use of any CEFC vehicle by the requesting fellowship group or committee.

Signature ……..

(Following section is for office use only)

Request approved by: Date borrowed ……. Date Keys & Mileage Info Returned ……

…… Office staff initial …….. Office staff initial ……