

**BLAIR ROAD UMC**  
**Van Trip Sheet**

The van must be checked out through the Church Office during normal office hours (Monday thru Thursday, 8:30 am-4:30 pm). When request is approved, you will receive the Van keys, this trip sheet, and the Church gas credit card.

Before starting the engine, check the oil while the engine is cold and record all pertinent beginning information. Take a visual inspection of tires, lights, and fluid leaks before, during, and after return from the trip. Record all pertinent information when you return the van.

Name of Group \_\_\_\_\_ Date \_\_\_\_\_

Number of persons in Van \_\_\_\_\_ Driver \_\_\_\_\_ Driver's License # \_\_\_\_\_

Destination \_\_\_\_\_

Beginning Mileage \_\_\_\_\_ Gas Level \_\_\_\_\_ Oil Level \_\_\_\_\_

Ending Mileage \_\_\_\_\_ Gas Level \_\_\_\_\_ Oil Level \_\_\_\_\_

Miles Driven \_\_\_\_\_ Charge per mile (x IRS rate) = Total Charge \$ \_\_\_\_\_

( ) Amount Paid \$ \_\_\_\_\_ OR ( ) Charge to Blair Road UMC Account # \_\_\_\_\_

Please describe any problems you might have had with the Van \_\_\_\_\_

\_\_\_\_\_

Please describe any materials used from the Emergency Equipment Bag \_\_\_\_\_

\_\_\_\_\_

Notes/Comments \_\_\_\_\_

\_\_\_\_\_

1. The church van is limited to organized groups and activities related to the ministry of Blair Road UMC.
2. Approved drivers must be between the ages of 25 and 65 years with a copy of a valid driver's license on file in the church office.
3. Do not exceed 15 passengers, including driver.
4. All passengers must wear seat belts.
5. Return the van with clean interior and a full tank of gas.
6. Use the church gas credit card to pay for gas or other vehicle expenses.
7. The registration and insurance information are in the van's glove compartment.
8. In case of problems with the van, call the Church Administrator (704-545-6785, ext. 200).

**In case of accident, contact Church Mutual Insurance Claims Department: 1-800-554-2642, Option 2.**