

Madison United Methodist Church Vehicle Reservation Request

Submit to Church Office

Today's date _____	Requested day & date/s _____ (Circle Sun. Mon. Tue. Wed. Thurs. Fri. Sat)
Time Out _____	Time In _____
Vehicle Requested:	Van 1 Van 2 Van 3 Van 4 Van 5
Destination Planned Ministry _____	
Responsible Party _____	
Driver(s), if different from above _____	
Date keys will be returned _____	

Ministry – Safety – Courtesy

I understand the Transportation Ministry Policy of Madison United Methodist church printed on the back of this request.

I agree that passengers will wear seat belts.

I agree to fill the fuel tank upon return as a **COURTESY** for the next ministry.

I understand that if the key to the above van is not returned, there is a \$6.00 fee for replacement.

Signed _____

VEHICLE TRIP CHECKLIST

Pre-Trip Checklist:

- Make sure fuel tank is full
- Check appearance of tires
- Check oil level
- Note any body damage

- Recommendations for maintenance _____

Post-Trip Checklist:

- Make sure fuel tank is full
- Check appearance of tires
- Is interior clean?
- Is there any notable body damage?

Van(s) Checkout Procedure

1. Fill out reservation form completely and bring to the Church Office. Your request will be processed and placed on the church van calendar. Updated calendars will be available in the Church Office for information only.
2. Attach a copy of the driver's license of any person who will be driving the van if a copy is not already on file. If in doubt, please do it anyway.
3. One week's notice should be given prior to date needed.
4. The keys and Check-out/Check In forms will be ready for pickup during Church Office hours, 8:00 a.m.-4:30 p.m., unless other arrangements have been made.
5. The person driving is responsible for:
 - Completing trip mileage log located in the van.
 - Making pre- and post-trip checks of oil and fuel levels.
 - Reporting any needed repairs on the trip report.
 - Returning the van with a full tank of gas.
 - Final check list:
 - Secure windows and doors.
 - Remove trash, debris, and personal items for the van – the van may be scheduled for use the next day so it should be ready to go.
 - Return keys, post check form and fuel tickets to the Trustees' box in the Volunteer office.
6. Accidents involving the church van should be reported to the proper authorities and a copy of the police report put in the Trustees' box when returning the keys.
7. Any expenditures for major repairs should be authorized by one of the Trustees.
8. Ric Stanfield can be reached by cell phone at 601-572-6161 or at church, 601-856-6058, ext. 230. Trustee Darrell Pitts' home number is 601-856-8095 or work, 601-353-5457.
9. **Please offer suggestions to improve the usage of church vans.**
10. All persons riding in a Madison United Methodist Church van shall wear a seat belt properly buckled. This is the responsibility of the assigned driver or group leader.
11. Once your request is approved and placed on the calendar, your ORIGINAL request will be returned for your records.
12. Please note that MUMC staff is here to serve you in the name of Christ.