



# Vehicle Request Form

Today's Date: \_\_\_\_\_

Requested by (person) \_\_\_\_\_

Ministry Group \_\_\_\_\_

Reason/Destination \_\_\_\_\_

Dates \_\_\_\_\_

Pick-up Time \_\_\_\_\_

Drop-off Time \_\_\_\_\_

Number of Adult Passengers \_\_\_\_\_

Number of Youth Passengers \_\_\_\_\_

Name of Driver(s) \_\_\_\_\_

Signature \_\_\_\_\_

A current copy of the driver's license(s) and insurance card must be submitted with this request.  
Fuel cost is the responsibility of the ministry team or group using the vehicle.  
Requests are considered on a first come, first serve basis.

*Office Use below:*

Date Request Received: \_\_\_\_\_

Circle one: APPROVED DENIED by: \_\_\_\_\_

Date approved/Denied: \_\_\_\_\_

If Denied, please print reason:  
\_\_\_\_\_

Vehicle Keys checked out Date by

Signature

Vehicle Keys checked in Date

Recorded by \_\_\_\_\_