

# Mount Olive Missionary Baptist Church

## Van Trip Sheet

Email: [info@mountolivembc.org](mailto:info@mountolivembc.org) / Fax: (910) 864-9667



### Van Check In/Check Out Procedure

1. Fill out reservation form completely and turn in 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 submit.
3. One week's notice should be given prior to date needed.
4. The keys will be ready for pickup during Church Office hours, 10:00 a.m. – 4:00 p.m., unless other arrangements have been made.
5. The person driving is responsible for:
  - Completing trip log located in the van.
  - Making pre- and post-trip checks of oil and fuel levels.
  - Reporting any needed repairs on the trip report.
6. Final check list:
  - Secure windows and doors.
  - Remove trash, debris, and personal items from the van. The van may be scheduled for use the next day, so it should be ready to go.
  - Return keys and van trip sheet to the Church Office lockbox located outside of the Admin Hallway exit door.
7. Accidents involving the church van should be reported to a Mt. Olive Trustee or Deacon immediately. Also, the proper authorities should be contacted and a copy of the police report should be turned in with the keys and van trip sheet.
8. Any expenditures for repairs should be authorized by one of the Trustees.
9. All persons riding in the Mt. Olive church van shall wear a seat belt properly buckled. This is the responsibility of the assigned driver or group leader.
10. Once your request is approved and placed on the calendar, a copy of the request will be returned to the ministry mailbox.
11. Please note that all guidelines and procedures are necessary and that the Mt. Olive staff is here to serve you in a manner that will honor God.
12. If you have any questions or need further assistance, please contact Charlotte Morrison, Office Manager at (910) 868-2770 or send email to [info@mountolivembc.org](mailto:info@mountolivembc.org).

This Van Trip Sheet must be completed and returned to the Church Office along with the van keys.

Thank you for your cooperation!

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

## Information

Name of Driver  
(please print): \_\_\_\_\_

Van #: \_\_\_\_\_

Purpose: \_\_\_\_\_

## Trip Start

Trip start date: \_\_\_\_\_ Starting mileage: \_\_\_\_\_

Fuel Level at Start: [Full] [3/4 tank] [1/2 tank] [3/4 tank] [Empty]

Is the vehicle clean on the outside? [Yes] [No]

Is the vehicle clean on the inside? [Yes] [No]

### Pre-Trip Checklist:

\_\_\_ Make sure there is adequate fuel in the vehicle.

\_\_\_ Check appearance of tires.

\_\_\_ Check oil gauge

\_\_\_ Note any body damage

\_\_\_ Recommendation for maintenance:

## Trip End

Trip end date: \_\_\_\_\_ Ending mileage: \_\_\_\_\_

Fuel Level at End: [Full] [3/4 tank] [1/2 tank] [3/4 tank] [Empty]

Is the vehicle clean on the outside? [Yes] [No]

Is the vehicle clean on the inside? [Yes] [No]

### Post-Trip Checklist:

\_\_\_ Make sure there is adequate fuel in the vehicle.

\_\_\_ Check appearance of tires.

\_\_\_ Is interior clean?

\_\_\_ Is there any notable body damage?

\_\_\_ Recommendation for maintenance:

Driver's Name (please print): \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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## For Office Use Only

Van Number: \_\_\_\_\_

Trip sheet received: \_\_\_\_\_

Date keys returned: \_\_\_\_\_

Office Manager Approval:

Fuel Level at return:  
List of any damage, breakdown  
or other problems:

Master Van Calendar Updated:

Completed copies sent to: \_\_\_\_\_ Church Office File      \_\_\_\_\_ Custodian  
\_\_\_\_\_

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Thank you for your cooperation!