

Van Request Form Ministry Transportation (in house)



New Destiny Church International
4500 E Speedway Blvd., Suite 110
Tucson, AZ 85712
Phone: 520)323-8852
www.dci.nu

Name:	
Department:	
Contact Number:	
Purpose of Request:	
Date(s) Requested:	
Pick up Time of the Van:	
Drop off Time of the Van:	
Address of Location for usage:	

Only those who have listed their names as drivers will be allowed to drive the van while it is signed out.

Van Checklist

Before usage van needs to be:	
Mileage Out:	
Mileage Returned:	
Oil Fluid:	
Brake Fluid:	
Windshield Fluid:	
Tire Pressure:	
List all damage:	

Drivers Name and Signature:

Name Printed:	<input type="text"/>	Name Signed:	<input type="text"/>
Name Printed:	<input type="text"/>	Name Signed:	<input type="text"/>

It is the responsibility of the person signing the van out to ensure that the above requirements are met before using and returning the vehicle and to make provision to receive van keys during normal business hours.

Name and Signature of
Individual Signing out the van:

Date/Time:

Authorized By: