



HILLSBORO NAZARENE CHURCH VEHICLE USE FORM

Name _____

Today's Date _____

Please indicate what you are requesting to use:

New van Old van Both vans

Please indicate who will be driving the vans:

Drivers of the Church vehicles must be cleared by our insurance policy. If you have not been cleared by our insurance you may not drive the vehicles. To get onto the insurance policy you must give a photocopy of your drivers license to the Church office and fill out an insurance form.

Driver _____ Contact number _____

Driver cleared by insurance? Yes No

Driver _____ Contact number _____

Driver cleared by insurance? Yes No

Destination _____

Date Pickup van & key _____ Time _____

Date Return van & Key _____ Time _____

Important!

- A gas card can be used only if the van is used for a ministry event.
- Keys are to be picked up & returned during Church office hours.
- After hours must be preapproved so that arrangements can be made

RETURNING THE VAN(S)

- Make sure to fill the gas tank before parking the van(s)
- Make sure the van(s) is/are cleaned of all trash
- Fill out vehicle logs kept in van
- Return gas card & receipt in the Church office.

HILLSBORO NAZARENE
CHURCH

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Ministry Leader