

VEHICLE LOAN FORM

Today's Date _____ Van _____ Bus _____

Church using the vehicle _____

Driver's Name/License # _____, _____

Driver's Name/License # _____, _____
(CDL + copy of medical card required for bus.. Regular license required for van)

Contact Phone No.(s) _____, _____

Signature of Driver(s) _____

Date vehicle picked up _____ Date returned _____

Odometer Reading (before trip) _____ (after trip) _____

Vehicle Checked out by _____ of BBC, and
by _____ (borrower)

Vehicle Checked in by _____ of BBC, and
by _____ (borrower)

List any problems or repairs needed: _____

NOTE: BBC will NOT be responsible for any items lost or stolen from the bus or van. It is agreed and understood that any vehicle loaned will be returned in as good condition as when received and that any damages incurred during the loan period will be the responsibility of the borrower who will pay for all required repairs or replacements. Each vehicle will be returned with the same amount of gas as when it was taken. The vehicle must be returned to the parking lot and must be in clean condition. Any problems or repairs needed that you observed on the trip should be listed above and any immediate concerns need to be reported to the office of Burgin Baptist Church (859-748-5188). **This form and the keys need to be turned in by the following day to the Burgin Baptist Church office.**

Signature of responsible person_____ Date_____