

# Vehicle Use Request Form for Broken Arrow Church of Christ

**Requests should be submitted no later than two (2) business days prior to the requested use date.**

Requester's Name: \_\_\_\_\_ : \_\_\_\_\_

Driver's Name (if other than requestor): \_\_\_\_\_ Cell Phone#: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ No. of Passengers\*: \_\_\_\_\_

Destination: _____	Does the driver ('s) have a CDL driver's license for vehicles over 15 passengers?	<input type="checkbox"/> YES (Please give month/year)
Purpose of trip: _____		<input type="checkbox"/> NO

\*Church of Christ fleet currently has 1 - 11-passenger van, 1 - 25-passenger bus and 1 - 34 passenger bus.

Vehicle ('s) requested: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### INSTRUCTIONS AND CONDITIONS OF OPERATION

- Have a valid United States driver's license, free of any suspension or revocation, from the individual's state of permanent residence.
- Arrange to sign out keys from the church office during regular business hours (M-F, 9-4:30). The vehicle should be picked up from **NO EARLIER THAN YOUR ASSIGNED TIME.**
- Operate the vehicle in full compliance with all traffic laws and motor vehicle regulations.
- Refuel the vehicle; return it to the church building and return keys to the church office.
- Report any mechanical failures or incidents immediately to church office at 918-258-9602
- Report any accidents immediately 918-258-9602. Accident forms are located in each vehicle, with explicit instructions how they should be completed. Any accident involving other vehicles, persons, or property **MUST** be reported immediately to the appropriate police department.
- Traffic Tickets/Citations must be reported to the church office immediately upon return.

**I have read and agree to fully comply with the instructions and conditions of operations listed above:**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**To be completed by Broken Arrow COC Office:**

Scheduled Vehicle #: _____	Additional Approval: _____
Date Keys Picked Up: _____	Key Set #: _____
Date Keys Returned: _____	Key Set #: _____