

Hopewell United Methodist Church
Vehicle Log Form

Date of Trip: _____ Group Using Vehicle: _____

Driver's Name: _____

(Please circle responses)

- | | | | |
|--------------------------|--|-----|----|
| <input type="checkbox"/> | Has the Driver provided a copy of his/her driver's license to the church? | Yes | No |
| <input type="checkbox"/> | Has the Driver read and signed a copy of the Guidelines for Use of Church Bus and Van? | Yes | No |

Number of Miles on odometer at the start of the trip: _____

Fuel Level at the start of the trip: _____

In case of emergency, please call for help and notify ...

Did you experience any problems with the vehicle during your trip? If so, please explain.

Number of Miles on odometer at the end of the trip: _____

Fuel Level at the end of the trip: _____

Post-trip Inspection: *(Please circle responses)*

- | | | | |
|--------------------------|---|-----|----|
| <input type="checkbox"/> | Has all trash been removed from the vehicle? | Yes | No |
| <input type="checkbox"/> | Are there any items left in the vehicle? | Yes | No |
| <input type="checkbox"/> | Have all of the windows been closed securely? | Yes | No |
| <input type="checkbox"/> | Has the vehicle been swept out? | Yes | No |
| <input type="checkbox"/> | Are all doors locked? | Yes | No |

Please return the completed form and key to the vehicle to the church office!