

## SBC Transportation Trip Sheet

Date Borrowed:

Date Returned:

Group Using Vehicle:

Destination/Purpose:

Beginning Mileage:

Ending Mileage:

Summary of Issues (if needed):

### → Signature of Driver:

I have followed SBC transportation policies and have completed the Trip Sheet.

### → Signature Approving Charge:

I give SBC permission to charge the mileage used to the ministry area using the vehicle.

**NOTICE: Trip sheet must be signed by committee-approved driver. The additional signature authorizes SBC to charge mileage to the ministry group using the vehicle.**

## Pre-Trip Check List

- Check tires for proper inflation and wear
- Check fuel (should be 3/4 tank or more)
- Check and set mirrors
- Record beginning mileage

## Post-Trip Check List

- Refuel vehicle (if less than 3/4 tank)
- Clean inside trash, dirt, spills, etc.
- Complete trip sheet
  - Record ending mileage
  - Report issues (maintenance, repairs, improper care)
- Turn in trip sheet, receipts, and keys to church office

### Transportation Committee:

Bill Smith .....(336) 394-3840

John Isley .....(336) 509-4395

Mark Williams .....(336) 613-1379

Church Office .....(336) 951-2990

Pastor Kevin .....(336) 432-3338

Complete this Trip Sheet in it's entirety (front and back) and return with the keys and fuel receipts to the church office ASAP upon return. SBC wants to make sure vehicles are available and in good condition for all church members when needed.

Thank you for making every effort to follow SBC transportation policies for the benefit of all SBC members and for the glory of God.

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