Post Trip Report

Upon conpletion of your use of the church van, please take a minute to fill out this form and return it to the church office with the van key. (This information will help the church keep the van in safe and operable condition for all those who would like to do good work with it).

* Date Returned to Church: _____

* Name of Group returning the Van: _____

* Mileage on van when returned: _____

* Post Trip Inspection:
  _____ Has Van been topped off with fuel?
  _____ Has Van been inspected for trash removal or swept out?
  _____ Was Van left locked up?

* Did you notice any problems requiring repairs to be made or do you have any concerns about the mechanical operation of this vehicle? If so, please describe in as much detail as you can provide, so that the church can have it addressed.

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* Name and phone number of individual returning this form with keys to the church office. _____
(If returning after hours, please drop this form and keys in the mail slot in front door of offices)

Thank You for helping to maintain this vehicle in a safe and secure condition.