

# Grace Lutheran Church and School

## RESERVATION FOR VAN USE

The Grace Lutheran Church and School van is owned and operated by Grace Lutheran Church and School. Maintenance and upkeep is the responsibility of Grace Lutheran Church and School. Expenses are handled by a "van use fee" assessed each student for field trips. Other organizations are also encouraged to make use of the van; however, reimbursement is expected. To reserve the van please complete the information requested below and contact the facility director.

*Note: The Prison & Recovery Ministry has a standing reservation for the Van on Tuesday evenings from 5 – 10 PM and Sunday Mornings from 10 AM – 1 PM.*

---

Date requested \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Organization/Ministry requesting use: \_\_\_\_\_

Name of person completing this form: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Van use is approved when signed by the facility director below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

---

**PRIOR TO USING THE VAN, YOU MUST COMPLETE THE VAN SAFETY CHECK SHEET.**

Beginning odometer reading: \_\_\_\_\_ Ending odometer reading: \_\_\_\_\_

Total miles \_\_\_\_\_ Amount Due: \_\_\_\_\_ miles x .52/mile = \$ \_\_\_\_\_

Method of Reimbursement

Amount Enclosed \_\_\_\_\_  
*Please make checks payable to Grace Lutheran Church and indicate "van use" in the memo section.*

Charge to budget category \_\_\_\_\_

Please complete this form and bring it with you when returning the keys.

Remember to keep the van locked at all times.

Return the van clean

Note any issues/problems on the Van Safety Check Sheet



**Grace Lutheran Church & School**  
1200 Charles St • La Plata, MD 20646  
301-932-0963 • [www.growingwithgrace.org](http://www.growingwithgrace.org)

# Grace Lutheran Church and School

## VAN SAFETY CHECK SHEET

### Basic Equipment Checks Before Use:

- Oil level is within range.
- Brake Fluid is full.
- Wiper fluid and antifreeze are full.
- Safety belts are in good working order.
- State inspection decal, registration and insurance papers are in vehicle.
- 2 working white headlights.
- 2 working red taillights.
- Right and left turn signals work on front and rear of vehicle.
- Brakes are in good working order. Do not drive if brakes are squeaking/chirping.
- Tires have no body ply or belt material exposed, no tread or sidewall separation.
- Tire pressure is good.
- Windows and windshield are clean, free from obstruction, cracks or decals.
- Windshield wipers work well.

Notes/Comments:

---

---

---

---

---

### Driving:

- Drive in a safe and courteous manner.
- Keep a valid driver's license in your possession.
- Drivers and all passengers must wear seat belts.
- Do not drive while under influence of alcohol or drugs.
- Do not use cell phones or texting devices while driving.
- Do not leave van running unattended.



**Grace Lutheran Church & School**  
1200 Charles St • La Plata, MD 20646  
301-932-0963 • [www.growingwithgrace.org](http://www.growingwithgrace.org)