

# Loaner Vehicle Guide

+ Purpose: to provide transportation for the team members as they commute to & from their host homes as well as conference related errands.

## **DATES TO LOAN VEHICLE:**

**FRIDAY, OCTOBER 19 - FRIDAY, NOVEMBER 2**

## **TASKS:**

- + Drop off your vehicle on Friday morning, Oct. 19, at Keystone Church.
- + Please make sure your vehicle has a full tank of gas when dropping it off.
- + The church will provide funds to fill your vehicle up with gas during the team's use of your vehicle.
- + Complete the Life Action Vehicle form when loaning your vehicle. See second page of this PDF.
- + Leave a copy of your form in your vehicle.
- + Pick up your vehicle on Friday, November 2 at Keystone Church.

## **FOR YOUR INFORMATION:**

- + Your vehicle will be returned to you cleaned, washed and with a full tank of gas.
- + Once established, the Loaner Vehicle Coordinator will be in contact with you for all the details about your vehicle that you'd like to loan out. For now, please direct any questions to our office at [info@keystonechurch.org](mailto:info@keystonechurch.org).

**TOTAL VEHICLES NEEDED: 9**

# Loaner Vehicle Form

+ Please leave a copy of your completed form in your loaner vehicle.

## Church Information

Church Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

We will need the loaner vehicles at the church **Friday, Oct. 19** through **Friday, Nov. 2**.

## Owner Information

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

## Vehicle Information

Year \_\_\_\_\_

License # \_\_\_\_\_

Make \_\_\_\_\_

Insurance Co. \_\_\_\_\_

Model \_\_\_\_\_

Policy # \_\_\_\_\_

Color \_\_\_\_\_

Seating Capacity \_\_\_\_\_

Type of Fuel     Regular     Premium     Diesel     \_\_\_\_\_

Transmission     Standard     Automatic

## Special Instructions

\_\_\_\_\_

\_\_\_\_\_

This vehicle was returned cleaned, washed, and with a full tank of gas.

This vehicle was returned to \_\_\_\_\_ on \_\_\_\_\_.  
(Church Transportation Coordinator) (Date)