***RETURN COMPLETED FORM TO JASON WHITELOCK***

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| **FOR OFFICE USE ONLY** Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Authorized Driver: □ Yes □ No  |

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 **(704) 782‐0078**

# CHURCH BUS RESERVATION FORM

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| **PERSON MAKING REQUEST:**  |
| **Name:** | Click to enter text. | **Telephone:** | Click to enter phone number |
| **Requesting Group:** | Click to enter group requesting van | **Contact email** | Click to enter e-mail address |
| **VEHICLE USAGE DETAILS:**  |
| **Anticipated Number of Passengers:** | Click to choose a number. |
| **Requested Date & Time:** |  **Pick-up Date** | Enter date. | **Time** | Enter time |
|  | **Return Date** | Enter date. | **Time** | Enter time |
| **Single Use:** | [ ] Yes | [ ] No | **Regular Use:** | [ ] Yes | [ ] No |
| If this request is for a regular use, click to enter schedule, ie first Friday of month, every Sunday, etc. |
| **Regular Use Start Date** | Click to enter date. |  | **Regular Use End Date:** | Click to enter date. |
| **Purpose:** | Click here to enter text. |
| **Destination:** | Click to enter text. | **Destination City/State:** | Click to enter text. |
| **Provide Name(s) of All Individuals Expected to Drive Church Vehicle *(Authorized Drivers Only)*:** |
| **Name:** | Click to enter text. | **Telephone:** | Click to enter text. |
| **Name:** | Click to enter text. | **Telephone:** | Click to enter text. |

**Church Bus Reservation & Usage Guidelines**

* Use of church bus is for ministry related activity only. Personal use is prohibited.
* Use of church or bus requires the submission and approval of a Church Bus Reservation Form.
* Forms for single use requests are required at least ten (10) days prior to request. Requests for overnight trips and regular use are required at least thirty (30) days prior to request.
* Reservation requests are approved and scheduling maintained by Head of Transportation Ministry.
* Once approved and event placed on Church Bus Schedule, a copy of request will be returned to you for your records. Until you receive copy of the form, or are notified by email, your request is not approved.
* Operation of church bus is restricted to authorized drivers only.
* It is the responsibility of the contact person and/or driver to make arrangements to obtain key to vehicle prior to date of use. Keys should be returned to church within 24 hours of use.
* All vehicles should be returned with full tank of gas and all trash removed.
* Driver is required to complete vehicle log and report any repair or maintenance concerns.