

RETURN COMPLETED FORM TO JASON WHITELOCK



(704) 782-0078

FOR OFFICE USE ONLY	
Date Received: _____	
Received By: _____	
Date Approved: _____	Approved By: _____
Authorized Driver: <input type="checkbox"/> Yes <input type="checkbox"/> No	

CHURCH BUS RESERVATION FORM

PERSON MAKING REQUEST:

Name: _____ Telephone Contact: (_____) _____ - _____

Ministry: _____ Contact Email: _____

VEHICLE USAGE DETAILS:

Anticipated Number of Passengers: _____

Requested Date(s) & Time(s): Pick-up Date _____/_____/_____ Time: _____:_____ am pm

Return Date _____/_____/_____ Time: _____:_____ am pm

Single Use: Yes No

Regular Use: Weekly Monthly _____

(please note schedule, i.e. first Friday of month or every Sunday)

Regular Use Start Date: _____/_____/_____ Regular Use End Date: _____/_____/_____

Destination: _____ Destination City/State: _____

Purpose: _____

Provide Name(s) of All Individuals Expected to Drive Church Vehicle (**Authorized Drivers Only**):

Name: _____ Telephone: (_____) _____ - _____

Name: _____ Telephone: (_____) _____ - _____

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.