

VEHICLE REQUEST FORM

Requests must be submitted two weeks in advance and will be reviewed for approval by the main office.

Sponsoring Group: _____ **Contact Person:** _____

Phone 1: _____ Email: _____

Phone 2: _____ Requested by: _____ Request Date: _____

Trip Information

Date: _____

Day of the Week:

Mon Tues Wed Thurs Fri Sat Sun

Time of Departure: _____

Time of Return: _____

Destination: _____

Number of Passengers: _____

Driver Information

Name of Driver: _____

Has driver been approved by church office?

yes no

Is a copy of driver's license on record in church office?

yes no

Recruitment of approved driver is the responsibility of the department head. All drivers must be approved by the church office prior to vehicle use. In order to drive the bus the driver must have a CDL license with a passenger endorsement. If driver has not been approved please submit copy of driver's license to the church office for approval.

Vehicle Information

Maximum Vehicle Capacities:

Van 1: **12 people** including the driver

Van 2: **12 people** including the driver

Van 3: **12 people** including the driver

Van 4: **8 people** including the driver

School Bus: **22 adults** or **28 children** including the driver

Please select your vehicle preference:

Bus Van 1 Van 2 Van 3 Van 4

We do our best to accommodate your needs.

Please remember that vehicle reservations are subject to availability.

Please Note: If there is something that needs to be repaired or brought to our attention regarding the vehicles please fill out the vehicle maintenance form found in the glove box of the vehicle and return to the church office. Thank you!

For Office Use Only -----

Vehicle Assigned:

Bus Van 1 Van 2 Van 3 Van 4

Approved by: _____ Date: _____

Recorded on Master Calendar by: _____ Date: _____

Confirm to requestor: _____ Date: _____

Cc: Ann Tuttle Requestor Other: _____