



FIRST NORTHEAST BAPTIST CHURCH
 311 Sparkleberry Lane
 Columbia, SC 29229
 Dr. Stephen S. Masolwa, Senior Pastor

TRANSPORTATION REQUEST FORM

Ministry/Activity Leader Name: _____ **Date:** _____

Event/Activity Name: _____ **Event/Activity Date/s:** _____

Requestor Name: _____

Check all that apply:

____ **Church Bus Requested** ____ **Church Truck Requested**

Destination: _____

Total Number of Participants (include chaperones and parents): _____

Departure Date: _____ **Departure Time:** _____

Return Date: _____ **Return Time:** _____

Primary Driver: _____ **Secondary Driver:** _____

Transportation Ministry Leader Approval: _____

Notes:

1. Complete this form and forward to Church Office at least 7 days prior to date of trip. Out of town trip requests must be completed at least 14 days in advance.
2. Trips must be canceled at least 24 hours before departure date and time.
3. Bus Driver or Authorized Truck Driver will be assigned by Transportation Ministry Leader.
4. Sponsoring Ministry is responsible for removing trash from bus after use.
5. Sponsoring Ministry is responsible for behavior of children.
6. Safety requirements must be enforced:
 - a. No standing while bus is in operation
 - b. No smoking
 - c. No tampering with bus equipment
 - d. No sitting on arm rest
7. Transportation Request Form will be approved by Transportation Ministry Leader and Trustee.

<u>Office Use Only</u>	
Date Received: _____	Date Approved: _____
Approved By: _____	