

# Bus or Trailer Reservation Request

For use of the church buses, please complete this form and return to Cathy Hyatt for scheduling approval.

Today's Date: \_\_\_\_\_

Number of Buses Needed: \_\_\_\_\_

Number of Trailers Needed: \_\_\_\_\_

Name of Responsible Party:  
(Must be an FCC member) \_\_\_\_\_

Cell phone: \_\_\_\_\_

Home phone: \_\_\_\_\_

Ministry or Group Reserving Bus/Trailer: \_\_\_\_\_

Purpose for Use: \_\_\_\_\_

Destination: \_\_\_\_\_

Name of Driver:	Approved	Name of Driver:	Approved
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_____	Y / N	_____	Y / N
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_____	Y / N	_____	Y / N
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If driver has not been approved, see Harold Lee for training.

Date/Time of Pick-Up: \_\_\_\_\_ Date/Time of Return: \_\_\_\_\_

As the responsible party, I understand that I am responsible for returning the buses/trailer in clean condition and with a full tank of gas, unless prior arrangements have been made as shown below.

X \_\_\_\_\_

Special arrangements: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

## **To be completed when picking up and returning the busses**

### Bus 1:

Beginning Mileage:

Bus Condition:

Ending Mileage:

Bus Condition:

### Bus 2:

Beginning Mileage:

Bus Condition:

Ending Mileage:

Bus Condition:

### Trailer 1

Beginning Condition:

Ending Condition:

### Trailer 2

Beginning Condition:

Ending Condition:

Any problems noticed during use of busses/trailer: \_\_\_\_\_

**Please return keys and completed reservation form when bus/trailer is check in with office personnel.**

Checked in by: \_\_\_\_\_

Date: \_\_\_\_\_

Condition of Bus/Trailer: \_\_\_\_\_