



Date Request Submitted _____

Submitted by _____

VEHICLE USE REQUEST

Date of Trip: _____

Class / organization sponsoring trip: _____

Person Responsible _____ Phone # _____

Vehicle Needed: (Vans = \$.56 per mi Bus = \$.68 per mi)

_____ Red Van _____ White Van _____ Bus

Departure Time: _____ Time of Return: _____

Destination: _____

Purpose of Trip: _____

Driver Preferred: _____

- * All drivers must be registered with the church's insurance company.
- * Bus drivers must have a Class 2 license and must have been approved by the transportation committee.
- * Approval of any trip may be withdrawn at any time due to weather conditions, mechanical malfunctions, or lack of qualified drivers.
- * Vehicles should leave and return with a full tank of gas/fuel.
- * Vehicles should be cleaned out upon return.

FOR OFFICE USE -

_____ Calendar clear

_____ Approved by staff _____

_____ Transportation Committee notified.

_____ Request Accepted _____ Request Denied



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