



# BUS REQUEST FORM

FIRST UNITED METHODIST CHURCH CLERMONT

Name of Group:			
Contact Name:			
Email:		Phone:	
Date Needed:		Date of Return:	
Trip Location Address: (name, street address, city, state, zip)			

**Driver Information:**

Name:	
Phone:	
Driver approved by the Methodist Conference	YES                      NO
* If No, driver must complete new driver certification. Contact Jennifer Royston at <a href="mailto:j.royston@fumc-clermont.org">j.royston@fumc-clermont.org</a> for assistance.	

**To be completed at Key Check Out**

Attendance Roster	Trip Map in Church Office
Emergency Contact List on Bus	Check Out Form Completed
Emergency Contact List in Church Office	Check In Form Completed

**Please note:** Check out of Bus Key is available during normal business hours at the Church Office (Mon-Thurs 8:30am – 4:30pm and Fri 8:30am – 1:30pm.) ©2015 FUMC-Clermont