



Church Van Request Form

_____	_____	
Date	Driver's Name	
_____	_____	
Dates Requested	Destination	
_____	_____	
Name of Group	Miles	
_____	_____	
Purpose of Trip:	Departure Time	Return Time

Van Driver Guidelines (All van driver must be approved by the church to driver and operate the church van):

1. A van driver will need to be compensated for his/her service by the ministry that is making the church van request.
2. A van driver's meal(s) will also need to be covered by the ministry that is making the church van request.
3. In the event of the church van request requires overnight travel, the van driver's lodging will need to be covered by the ministry that is making the request.

*If you have questions, please consult with our Facilities Manager, Charles Blackwell, Jr. by contacting the church office.

Action Taken	Use of Bus	<div style="border: 1px solid black; padding: 10px; text-align: center;"><i>** When the bus is returned to the church, the bus must be filled with gasoline.</i></div>
<input type="checkbox"/> Approved	<input type="checkbox"/> 2007 Bus (15 passenger) Handicap	
<input type="checkbox"/> Disapproved	<input type="checkbox"/> 2015 Bus (15 passenger)	
<input type="checkbox"/> Conference	<input type="checkbox"/> 2016 Bus (15 passenger)	

_____	_____
Transportation Chairman	Date