



Bus/Van Ministry Transportation Request Form

Bus/Van request must coincide with the events scheduled on the church Calendar. Submit your completed Ministry Request Form at least 15 days prior to the event to your Department Head.

NOTE: Ministries are responsible for driver compensation when it is a ministry event.

Department: _____ Date: _____

Ministry Name: _____ Servant Leader/Contact Person: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Purpose of Trip: _____

Department Head Signature: _____ Date: _____

Pre-approved Designated Driver/s: _____

Number Vehicles Needed: Vehicle Type: Bus:

- (25 passengers) –two buses
- Van: (12 passengers) –one van

- (37 passengers) –one bus
- Wheel Chair accessible Van (hold 10 passengers with wheel chair)

Travel Date: _____ Departure Time: _____ Estimated Return Time: _____

Number of People Traveling: _____ Ministry Elected Event: Church Event

Event Destination: _____

Location: _____ Address: _____

City: _____ State: _____ Zip: _____

OFFICE USE ONLY

Approved Disapproved

Signature Date

Return completed form to: Director of Family Life & Congregational Support

Date: _____ Departure Time: _____ Return Time: _____

Driver1: _____ Driver2: _____