

## REQUEST TO USE CHURCH BUS

Today's Date \_\_\_\_\_ Church Organization Making Request \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Applicant's Cell Phone: \_\_\_\_\_ Email \_\_\_\_\_

Primary Driver for this trip: \_\_\_\_\_ DL# \_\_\_\_\_

Backup Driver for this trip: \_\_\_\_\_ DL# \_\_\_\_\_

Will a cell phone(s) be carried on the trip? If yes, numbers: \_\_\_\_\_

Date(s) of Requested Use: \_\_\_\_\_ Time Out: \_\_\_\_\_

Date of Bus return: \_\_\_\_\_ Time In: \_\_\_\_\_

Brief Description of Activities: \_\_\_\_\_

Special Comments/Requests: \_\_\_\_\_

**Please Note:** Once this request has been approved and placed on the Bus Schedule, a copy will be returned to you for your records. *Until you receive this copy, or are notified by email, your request is not approved.*

**Agreement:** By signature below, the Applicant states that he/she (1) has reviewed the Church Bus Policies and Guidelines and agrees to abide by them at all times during bus usage, (2) has submitted this signed request form to the Calendar Administrative Assistant, (3) is a licensed driver who has gone through church vehicle training (4) acknowledges full responsibility for the use of the bus in the manner set forth in the Church Vehicle Policies and Guidelines; (5) understands that after approval of a Bus Usage Request, the authorized driver is responsible for obtaining the bus key from the Facility Manager.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Approval

\_\_\_\_\_  
Date

### **PLEASE NOTE:**

**This form must be submitted by noon on Monday for the following weekend's use.**

**Key Pickup and return:** It is the driver's responsibility to coordinate with the Facility Manager for the pickup of keys and trip tickets. [jcoleman@providenceumc.org](mailto:jcoleman@providenceumc.org). Keys and trip tickets can be returned in the drop box posted outside the building at the entrance to the Elizabeth Lee Center.

**Record Keeping:** During each use of the bus, the Authorized Driver must complete all information requested on the Trip Ticket. The key and completed trip sheet must be returned to the Church at the time designated on the Bus Use Request.

**Vehicle Problems:** Any operational problems encountered during use must be reported immediately to the Church Facility Manager at the church office. In the event bus repairs are necessary during a trip, you must contact the Facility Manager or Executive Director prior to making the repairs.

**Expense Reimbursement:** Each church group is responsible for gasoline, oil, and traffic violations during bus usage. The exception to this requirement is for RITI and Sunday Shuttle ministries.

**Bus Maintenance Rules:** Use only **UNLEADED** Fuel; NO SMOKING IN THE BUS AT ANY TIME; NO FOOD OR DRINK ALLOWED IN THE BUS DURING LOCAL USE (WITHIN 60 MILES OF THE CHURCH); LIMITED FOOD OR DRINK ALLOWED IN THE BUS DURING LONG DISTANCE USE; Authorized Driver must return bus clean and full of gas with a completed Trip Ticket. The exception to this requirement is for RITI and Sunday Shuttle ministries.