

Second Baptist Church Bus Ministry Transportation Request Form

Reverend Mark J. Lyons, Pastor

Purpose:

The Transportation request form is designed to be a planning tool for the Bus Ministry. It will aid in providing the proper vehicle and Bus Ministry's driver for the church planned activity.

Required Information - Activity Destination's Name and Address

Auxiliary Name:
Auxiliary Contact Person & Phone #:
Destination:
Date of Activity: _____ Time of departure from the church: _____ Estimated time of arrival back to the church: _____
Estimated number of people attending the activity: _____
Has the Pastor approved the transportation request: ___Yes ___ No

Notification process:

The completed transportation request form must be turned in to Ron Perry or dropped in the transportation drop box next to the Church Administrator's Office at least TWO weeks prior to the event.

To be completed by the Bus Ministry

Name of driver(s) assigned: Name: _____ Name: _____ Name: _____ Name: _____ Vehicle(s) to be used (please check): Van(s) _____ Coach(s) _____
--