



<b>FOR OFFICE USE ONLY</b>	
Date Received: _____	Received by: _____
Date Approved: _____	Approved by: _____
Authorized CDL-P Driver Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	

**CHURCH BUS/VAN RESERVATION FORM**

Contact Church Secretary 9 am – 2 pm, Monday – Friday at (919) 735-2274 (*Leave Voicemail*) to Pick-up Key

<b>Name of Person Making Request:</b> _____		
<b>Telephone:</b> _____	<b>Contact email:</b> _____	
<b>Requesting Ministry:</b> _____		
<b>Vehicle Usage Details for 12 Passenger Van or 25 Passenger Bus</b> ( <i>Numbers includes Drivers</i> )		
<b>Anticipated Number of Passengers:</b> _____		
<b>Request</b>	<b>Pick-up Date:</b> _____	<b>Time:</b> _____
	<b>Return Date:</b> _____	<b>Time:</b> _____
<b>Recurring Use:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Example of request for a recurring use, i.e. first Friday of each month, every Sunday, etc.</i>		
<b>Recurring Use Start Date:</b> _____		
<b>Time:</b> _____		
<b>Recurring Use End Date:</b> _____		
<b>Time:</b> _____		
<b>Purpose:</b>		
<b>Destination:</b>	<b>City/State:</b>	<b>Estimated Round Trip Miles</b>
<b>Provide Name(s) of All Individuals Expected to Drive Church Van. Church will be provided list for bus drivers only</b>		
<b>Name:</b>		<b>Telephone:</b>
<b>Requestor Signature:</b>		<b>Date:</b>

**Return Completed Form to Transportation Ministry Box or Email to [bestgrovechurch@gmail.com](mailto:bestgrovechurch@gmail.com)**

**CHURCH BUS/VAN RESERVATION & USAGE GUIDELINES**

**Purpose:** To provide all Best Grove church members with safe, comfortable and convenient transportation when participating in church related activities and when conducting church business. Personal use is strictly prohibited. Children under the age of 18 must have a signed permission slip from their parent/guardian before riding.

**Responsibility:** The Church Board of Trustees are responsible for the care and control of the bus and van and for the implementation and review of all policies and guidelines governing their use.

**Authorized Drivers:** Drivers must be at least 18 years of age, with a current North Carolina driver’s license and a satisfactory driving record to drive the van. A CDL-P is required for all drivers of the church bus. Use of the church bus is restricted to authorized church member drivers only. First time vehicle users will be briefed by the transportation ministry. All drivers are required to complete the vehicle log book before and after each use.

- Use of the church bus or van requires the submission and approval of a vehicle Reservation Form.
- Vehicles may be requested by Best Grove active church members only.
- Requests for single use are required at least ten (10) days prior to the requested date. Requests for overnight trips and recurring use are required at least thirty (30) days prior to the requested date.
- Reservation requests are approved and scheduling maintained by Transportation Ministry and/or church secretary.
- The church vehicles will not travel more than 200 miles one-way without prior approval from Head of the Transportation Ministry. If request is disapproved, an appeal may be made to the Chairman of the Deacon Ministry or the Pastor.
- Your request has not been approved until you receive an approved copy of the form, or notified by email. The approved request will be placed on the Church Vehicle Schedule.
- It is the responsibility of the contact person and/or driver to make arrangements to obtain key to vehicle prior to date of use. Keys should be returned to church drop box. Vehicles requiring refueling during use, the POC will be reimbursed by the church if required. Vehicle will be inspected before and after each use.