

# Bus Reservation Form



For use of the church buses, please complete this form and return to Cathy Hyatt for scheduling approval.

Date: \_\_\_\_\_

Number of Buses Needed: \_\_\_\_\_

Name of Responsible Party: \_\_\_\_\_  
(Must be an FCC member)

Cell phone: \_\_\_\_\_ Home phone: \_\_\_\_\_

Ministry or Group Reserving Busses: \_\_\_\_\_

Purpose for Use: \_\_\_\_\_

Destination: \_\_\_\_\_

Name of Driver:	Approved	Name of Driver:	Approved
_____	Y / N	_____	Y / N
_____	Y / N	_____	Y / N

If driver has not been approved, see Harold Lee for training.

Date/Time of Pick-Up: \_\_\_\_\_ Date/Time of Return: \_\_\_\_\_

As the responsible party, I understand that I am responsible for returning the buses in clean condition and with a full tank of gas, unless prior arrangements have been made as shown below.

X \_\_\_\_\_

Special arrangements: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed when picking up and returning the busses**

<u>Bus 1:</u>		<u>Bus 2:</u>	
Beginning Mileage:	Bus Condition:	Beginning Mileage:	Bus Condition:
Ending Mileage:	Bus Condition:	Ending Mileage:	Bus Condition:

Any problems noticed during use of busses: \_\_\_\_\_

**Please return keys and completed van form to the office.**