

VEHICLE REQUEST FORM

(CHECK ONE)

Blue Ford Mini Bus

White Bus

Date: _____

Depart time: _____

Date: _____

Return time: _____

Destination: _____

Approved driver: _____

_____ Yes, I have the keys, or know where they are kept.

_____ I will check out gas card from Kathy (for approved users only).

_____ **I will return the bus to Parkview no later than Saturday night (even if this is a Saturday request)**

Program or Event: _____

Comments: _____

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OFFICE USE: (please initial and date each entry)

_____ Received

_____ Preliminary Calendar Entry (Place form in Bus Facilitator's box)

_____ Calendar verified (give form to Calendar Manager)

Special Notes (fees, deposits, etc.): _____

_____ Closed out (keys & gas card returned)

Group status:

_____ Church (no deposit, no fee)

_____ Mission (no deposit, no fee)

_____ Partner (no deposit, reduced fee)

_____ Regular (full deposit, negotiated fee)

_____ Single use (full deposit, full fee)

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