

# FIRST UNITED METHODIST CHURCH OF FRANKLIN

## CHURCH BUS & MINI-BUS RESERVATION FORM

**\*\*NOTE: ALL BUS RESERVATION FORMS ARE SUBJECT TO STAFF APPROVAL.\*\***

CONTACT PERSON WILL BE NOTIFIED OF CONFIRMATION OR REFUSAL.

DO NOT BEGIN PUBLICITY UNTIL NOTIFICATION.

Description of Travel Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

No. of Participants: \_\_\_\_\_

Select Bus (circle one):      Large Church Bus      Mini-Bus

Bus Pick Up Date: \_\_\_\_\_

Bus Pick Up Time: \_\_\_\_\_

Bus Return Date: \_\_\_\_\_

Bus Return Time: \_\_\_\_\_

Contact Person: \_\_\_\_\_

(Home) Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

(Work) Phone: \_\_\_\_\_

(Cell) Phone: \_\_\_\_\_

Bus Driver: \_\_\_\_\_ CDL Drivers License # \_\_\_\_\_

**Note: All bus drivers must have a valid CDL driver's license.**

**A photocopy of CDL driver's license must be on file in the Church Office.**

The trip log in the bus must be filled out for every bus trip. The bus should be returned with at least half of a tank of gas.

If there is any problem with the bus, please contact the church office at 794-2734.

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

Staff Approved: ( ) Staff Denied: ( ) Date: \_\_\_\_\_ Date Contact Person Notified: \_\_\_\_\_

On Master Calendar: \_\_\_\_\_ On Notebook Calendar: \_\_\_\_\_