

OGBC BUS/VAN USE REQUEST FORM

Return form to the church office at least 7 days prior to use of the bus(es).
Point of contact is Becky Williams, Ministry Assistant.

1. Sponsoring Ministry: _____
2. Member responsible for adherence to the bus(es) guidelines: _____
3. Member's contact Phone #: _____
4. Date(s) requested: _____
5. Bus pickup time: _____ Bus return time: _____
6. Do you need both buses? yes no (This will be determined by the number of people participating in your activity.)
7. Name of driver(s): _____

8. Has driver(s) been approved to drive Oak Grove Baptist Church bus(es)? yes no
Has driver(s) completed and passed all insurance requirements/testing? yes no
9. Have the driver and chaperone completed Child Protection Training? (Required when transporting children or youth) yes no not applicable
10. Please explain the activity to be held:

Number of people transporting: _____

- Oak Grove Baptist Church will not be responsible for any moving violation or parking tickets that you incur while driving the bus. You are expected to obey all laws including bus occupancy.
- The person requesting the use of church bus(es) assumes the responsibility of administering and the compliance to the Oak Grove Baptist Church Bus Guidelines.
- Non - compliance to the guidelines can result in serious consequences for our church and for you personally.
- Report any damage or incidents to the church office promptly. 804-275-7807
- Examine the bus upon acceptance and return. Make sure bus(es) are clean and full of gas.
- Upon return turn in the bus(es) log book(s) and any gas receipts to the main office.

Signature on this form indicates acceptance of all guidelines

Print Name _____ DATE: _____

Signature

APPROVED BY: _____

Cc: Ministry Coordinator Office Transportation Team Chair Treasurer Other