



## CHURCH VAN AND/OR BUS TRANSPORTATION FORM

**To Be Filled Out By Department Chairperson/President Only**

Today's Date: \_\_\_\_\_ Date(s) for Travel Request \_\_\_\_\_

Ministry: \_\_\_\_\_ Ministry Head: \_\_\_\_\_

Signature of Ministry Head: \_\_\_\_\_

Contact Phone No. \_\_\_\_\_ (cell) \_\_\_\_\_ (home)

Contact Name (if different from Ministry Head): \_\_\_\_\_

Time: From \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

**WILL THIS TRIP BE IN:** Kansas: \_\_\_\_\_ YES \_\_\_\_\_ NO (\*If no, complete information below)

\*What City & State: \_\_\_\_\_

**Location/ Destination:** \_\_\_\_\_

\*PURPOSE OF TRIP: \_\_\_\_\_

\*NUMBER OF PERSONS TRAVELING: \_\_\_\_\_

\*SELECT VEHICLE:

Church Van \_\_\_\_\_  
(Holds 15 passengers)

Church Bus \_\_\_\_\_  
(Holds 22 passengers)

**NOTE:**

Church Van is equipped with: Cassette tape player and radio.

Church Bus is equipped with: Television, DVD player, CD player, Micro-phone, overhead reading lights, overhead small bag/luggage compartment and rear luggage compartment.

**PLEASE REMIT FORM TO THE CHURCH OFFICE**

Approved by Pastor Ricky D. Turner: \_\_\_\_\_ Yes \_\_\_\_\_ No

Date Approved/Denied: \_\_\_\_\_ (2017)

Copies to: Deacon Calvin T. Jones \_\_\_\_\_ Brother Errol Cade \_\_\_\_\_ Deacon Gregory Donnell \_\_\_\_\_