

**TRANSPORTATION MINISTRY – VEHICLE REQUEST FORM**

**NO REQUEST WILL BE APPROVED WITHOUT REQUIRED DOCUMENTS. ALL REQUESTS MUST BE ACCOMPANIED BY PROPOSED ATTENDANCE LISTINGS (ADULTS & CHILDREN) & APPROVED PERMISSION SLIPS (YOUTH)**



*Reverend Edward W. Lee, Pastor*

*262 Macon Street, McDonough, GA 30253*

**Date of Request:** \_\_\_\_\_

**Check one:** Van ( ) Bus ( )

**Ministry Name:** \_\_\_\_\_

**Anticipated No. of Participants:** \_\_\_\_\_

**Requester's Name:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Requester's Email:** (if applicable) \_\_\_\_\_

**Date of Trip:** \_\_\_\_\_ **Proposed Time of Departure:** \_\_\_\_\_ ( ) A.M. ( ) P.M.

**Destination:** \_\_\_\_\_ **No. Miles:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
No. & Street City State Zip

**Purpose of Trip:** \_\_\_\_\_

**Time of event:** \_\_\_\_\_

**Estimated Time of Return:** \_\_\_\_\_

*The following conditions apply: Shiloh will provide a clean, safe and usable vehicle only for the time agreed. The Ministry will be responsible for returning the vehicle in the same condition as was received. As requester of the vehicle, I acknowledge and agree to the conditions listed above.*

**Requester's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I assume responsibility for the cleanliness of bus/van upon returned of vehicle. I will ensure that the bus/van is in decent order, i.e., clean, free of clutter, visible trash, bottles, etc. After checking, I agree to verify cleanliness with the driver before leaving the vehicle.*

**Ministry Chairperson Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_