



ALL NATIONS WORSHIP MINISTRIES

Church Office Hours: Monday -Thursday,
9 a.m. to 3p.m. (270) 352-4919 Office

FOR OFFICE USE ONLY

Date Received: _____ Received By: _____

Date Approved: _____ Approved By: _____

Authorized Driver: Yes No

CHURCH VAN/BUS RESERVATION FORM

PERSON MAKING REQUEST:

Contact Name: _____ Telephone Contact: (_____) _____ - _____

Ministry: _____ Contact Email: _____

VEHICLE USAGE DETAILS:

Vehicle Requesting: Van 15 Passenger Van 15 Passenger Van 7 Passenger (Reserved for Pastors)

Anticipated Number of Passengers: _____

Requested Date(s) & Time(s): Pick-up Date _____ / _____ / _____ Time: _____ : _____ am pm

Return Date _____ / _____ / _____ Time: _____ : _____ am pm

Single Use: Yes No Regular Use: Weekly Monthly _____
(please note schedule, i.e. first Friday of month or every Sunday)

Regular Use Start Date: _____ / _____ / _____ Regular Use End Date: _____ / _____ / _____

Destination: _____ Destination City/State: _____

Purpose: _____

Provide Name(s) of All Individuals Expected to Drive Church Vehicle (*Authorized Drivers Only*):

Name: _____ Telephone: (_____) _____ - _____

Name: _____ Telephone: (_____) _____ - _____

Name: _____ Telephone: (_____) _____ - _____

Name: _____ Telephone: (_____) _____ - _____

Church Van/Bus Reservation & Usage Guidelines

1. Use of church van and/or vans are for ministry related activity only. Personal use is prohibited.
2. Use of church van and/or vans requires the submission and approval of a Church Van/Bus Reservation Form.
3. Forms for single use requests are required at least ten **(10) days prior to request**. Requests for overnight trips and regular use are required at least thirty (30) days prior to request.
4. Reservation requests are approved and scheduling maintained by Head of Transportation Ministry.
5. Once approved and event placed on Church Van/or Vans Schedule, a copy of request will be returned to ministry mailbox for your records. Until you receive copy of form, or are notified by email or face to face, your request is not approved.
6. Operation of church van and/or vans are restricted to authorized drivers only. List of authorized drivers can be obtained from Head of Transportation Ministry or Church Office. **A Copy of License must be on File, prior to releasing Vehicle.**
7. It is the responsibility of the contact person and/or driver to make arrangements to obtain key to vehicle prior to date of use. Keys should be returned to church within 24 hours of use.
8. **All vehicles should be returned with full tank of gas and all trash removed.**
9. Driver is required to complete vehicle log and report any repair or maintenance concerns.