

Office Use Only
Date Reserved: _____
Reserved by: _____



First United Methodist Church
Graham, NC

Church Bus Reservation

Church Group _____ Group Size _____

Date(s) Desired _____

Purpose of Trip _____

Destination _____

Approved Church Bus Driver _____

Person in charge of group _____ Phone # _____

Key must be checked out from & returned to the church office during office hours.

Approved by: _____

Board of Directors Chairperson
Van/Church Bus Committee Chairperson
FUMC pastor

Playschool Director (when applicable)

Please check when completed.

AT DEPARTURE:

<input type="checkbox"/>	Tires OK?
<input type="checkbox"/>	Oil/Wiper Fluid OK?
<input type="checkbox"/>	Gas tank full?
Beginning mileage:	

WHEN CHURCH BUS IS RETURNED:

<input type="checkbox"/>	Gas tank full?
<input type="checkbox"/>	Gas receipts?
<input type="checkbox"/>	Keys returned?
<input type="checkbox"/>	Interior cleaned out? *
<input type="checkbox"/>	Exterior washed? (if major trip) *
<input type="checkbox"/>	Interior lights turned off?
<input type="checkbox"/>	Doors locked?
<input type="checkbox"/>	Trip report form and mileage log **
Final mileage:	

Please describe any service or repair required during this trip: _____

Is any service or repair needed for this vehicle? Please describe. _____

Signed _____

(Approved Church Bus Driver)

***Please note: A minimum \$50 cleaning fee will be charged to any group who does not adequately clean the Church Bus upon their return.**

****Failure to document the mileage log is in direct violation of Federal Regulations as set forth by the Department of Transportation and will result in the forfeiture of bus driving privileges. This report is located in a binder which is left in the bus.**