

TRANSPORTATION MINISTRY – VEHICLE REQUEST FORM

NO REQUEST WILL BE APPROVED WITHOUT REQUIRED DOCUMENTS. ALL REQUESTS MUST BE ACCCOMPANIED 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 return 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:** _____