

First Baptist Church of Clinton, Inc.
Church Vehicle Request Form for Bus

Instructions: Please review the Church Vehicle Use Policy prior to submission. Submit this form in person, via fax or email to Church Office Manager, no later than one week prior to the event.

Applicant's Name _____

Home Address _____

Phone Number _____

Email Address _____

Bus Check-Out Date _____ Time Out _____

Bus Return Date _____ Time In _____

Bus Destination _____ Estimated Mileage _____

Number of Passengers _____ Number of Passenger Under Age 18 _____

Note: A maximum of 25 passengers, including the driver, can travel, in the passenger bus. However, the number of passengers cannot exceed the number of functional seatbelts.

Description of Activities: _____

Comments/Requests: _____

Bus Driver: _____ Phone #: _____

Please Note: Once this request has been approved, the Church Office Manager will place the reservation on the Vehicle Schedule, a copy will be returned to you for your records. *Until you receive this copy, or are notified by email, your request is not approved.*

Agreement: By signature below, the Applicant states that s/he (1) will serve as the Contact Person for the excursion, (2) has reviewed the Church Vehicle Policy and agrees to abide by it at all times during vehicle use, (3) has submitted this signed request form to the Church Office Manager, (4) understands that any vehicle usage outside a 30-mile radius of Church must be approved by the designated Board of Trustees member, and (4) acknowledges full responsibility for the use of the vehicle in the manner set forth in the Church Vehicle Use Policies and Guidelines.

Applicant's Signature _____ Date _____

Church Office Manager's Signature _____ Date _____

Board of Trustee Member's Signature, if applicable _____ Date _____

Board of Trustee's Name (printed)

**First Baptist Church of Clinton, Inc.
Church Vehicle Request Form for Bus**

Church Office Manager: Dorothy Wynn (910.592-2883) Fax number: (910) 592-0235
Email Address: fbcinc900@embarqmail.com

Designated Trustees: Anthony Joseph Walton ((910) 305-2667 or (910) 596-0966)
Email Address: josephwalton40@gmail.com
Arthur Junior Moore-(609) 502-7822© or (910)590-0051(R)
Email Address: None

Bus Driver Must Possess a North Carolina Commercial Drive License with a Class C designation to drive the bus.

<u>Authorized Drivers List:</u>	<u>Contact Phone Number</u>	<u>Email Address</u>
Audrey Culbreth Mimms	910-709-8865	aculbre1@broncos.uncfsu.edu
Shelton B Ezzell	910-379-8101	ezzell40@gmail.com
Glenn N. Newton	910-214-9250	none

BUS REQUEST FORM (OCT 2014)