

# Vehicle Request Form

## First Fairhope

Check the vehicle you are needing:

Handicap Bus (14 passenger + driver)

*HandiCap (unavailable Sunday Mornings until after 1pm)*

New Mini Bus (14 + driver )

Today's Date: \_\_\_\_\_

Ministry or class \_\_\_\_\_

Person making request: \_\_\_\_\_

Your email: \_\_\_\_\_

Home/Work Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Dates (s) of trip** \_\_\_\_\_

\_\_\_\_\_ Number in Group \_\_\_\_\_

Destination: \_\_\_\_\_

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

Estimated Time of Departure: \_\_\_\_\_

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

### Rules when reserving the bus:

1. The vehicle must be returned to the church parking lot for security reasons.
2. The vehicle must be returned clean after EACH use by group using. Please make sure bus is cleaned before leaving on church lot. (Inside of bus)
3. Please refuel the bus upon return (if taken out of town).
4. Problems with the vehicle must be reported to the office on the next business day following the trip.
5. Contact person for problems while on a trip: Brent Shaw 251.928.8685 or 251.377.6636  
or Church office 251.928.8685

You may request a driver and that driver will be contacted first. Driver must be approved by the church office. If you do not have a driver simply write "no driver" on driver requested line.

6. Vehicle Reservations may not be made over the phone.

Driver requested: \_\_\_\_\_

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