

Transportation Request Form (Bus & Van)

Facilities Director	ALFRED WARD	Date Submitted:
Transportation Director	CLARENCE JONES	
Person Requesting		
Contact Number		Number of Vans Needed _____ Select from the list of drivers below: _____ Mr. Pickett 205-925-4094/205-532-9422 _____ Katrice Murray 205-335-1671 _____ Pernell Jackson 205-238-5632/205-422-6814 _____ Starling Thomas 205-834-6044 _____ Alvin Wesley 205-213-0697 _____ Conrad Porter 702-858-0309
Ministry		
Event Description		
Event Date		
Event Time		
Event Location		
Special Instructions: <u>Pick-up Keys with Facilities Manager- Alfred Ward</u>		
<u>*** Transportation Guidelines ***</u> A Bus or Vans can be requested for the following reasons only:		
<ul style="list-style-type: none"> • To transport persons to events being held at our Church • To transport persons to ministry or mission activities outside of the church • Transport persons affiliated with programs through the Church • To transport persons to events where our church is a participant • The requestor is responsible for obtaining the services of the listed drivers 		
Please Note: Bus & Vans will not be used for non-church/church program related activities		
		Bus Needed _____ Select from the list of drivers below: _____

*****Please submit at least 2 weeks in advance of event*****

Office Use Only

Approved

Denied

Facilities Manager

Pastor Wesley