

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: Katrice Murray _____ 205-335-1671 Pernell Jackson _____ 205-238-5632/205-422-6814 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>			
*** Transportation Guidelines *** A Bus or Vans can be requested for the following reasons only: - 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