

SAINT JOHN BAPTIST CHURCH

1397 Penniman Road
Williamsburg, VA 23185

TRANSPORTATION REQUEST FORM

ORGANIZATION: DATE OF REQUEST:

DESTINATION: DATE OF TRIP:

TRIP PURPOSE:

DEPARTURE TIME: RETURN TIME:

DAY TRIP: OVERNIGHT: NO. OF PERSONS:

DRIVER:

REQUESTED BY:
(Signature) *(Phone Number)*

OFFICE USE ONLY

APPROVED: NOT APPROVED:
(Date) *(Reason)*

*AUTHORIZED SIGNATURE: Date:

***** (SEE GUIDELINES ON REVERSE OF THIS FORM) *****

TRANSPORTATION MINISTRY GUIDELINES

OBJECTIVE: To help guide church auxiliaries with the proper practical use of church vehicles.

Subject: Transportation Department Guidelines and Responsibilities

1. All trips must be sponsored under the umbrella of the church.
2. Operational expenses for each trip will be the responsibility of the sponsoring organization. (Except for fuel, coolant, or repairs.)
3. Any cost incurred by the driver will be paid by the sponsoring auxiliary/organization.
4. An application for use of the bus **MUST** be submitted to the Transportation Committee. The request **MUST** be made by the head of the sponsoring organization. (Apply early to avoid conflict.) All requests must be submitted to the Trustees for approval.
5. The maximum capacity of the bus is 29 passengers. (There will be no standing on the bus for any trip.)
6. Due to insurance policies and state law, a parent or legal guardian must accompany children under 6 years of age.
7. There is to be **NO** food, drink, or smoking on the bus.
8. The bus **MUST BE CLEANED** of trash at the end of each trip. (This will be a condition that should be met for future use of the bus.)
9. Sponsoring organization will be responsible for obtaining his or her driver, whose name must be submitted at the time of the request. **A list of eligible drivers is on the bulletin board in the Fellowship Hall.** (The Transportation Committee is not responsible for acquiring drivers for trips.)
10. Complete **Ministry Trip Sheet**. (Completed copy may be left at the front of the bus.)

Rev. 6/2026