

SAINT JOHN BAPTIST CHURCH

1397 Penniman Road • Williamsburg, Virginia 23185 • (757) 229-0759 • williamsburgsjbc.org

FORM SJBC-TR-01

Rev. 8/2026

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TRANSPORTATION REQUEST & AUTHORIZATION

To be completed by the head of the sponsoring ministry or organization.

HOW TO SUBMIT

Type directly into this PDF, sign it electronically, and email it to trustees@williamsburgsjbc.org at least thirty (30) days before the date of travel — no printing required. Paper copies may be left in the Church Office. Questions: (757) 229-0759.

SECTION 1 • SPONSORING MINISTRY & REQUESTER

SPONSORING MINISTRY / ORGANIZATION

DATE OF REQUEST

REQUESTED BY (NAME)

TITLE / POSITION IN MINISTRY

REQUESTER PHONE

REQUESTER EMAIL

SECTION 2 • TRIP INFORMATION

DESTINATION

DESTINATION CONTACT / PHONE

DESTINATION ADDRESS (STREET, CITY, STATE)

PURPOSE OF TRIP

DEPARTURE DATE

DEPARTURE TIME

RETURN DATE

RETURN TIME

TRIP TYPE

☐ Day Trip ☐ Overnight

NO. OF PASSENGERS (MAX. 14)

CHILDREN UNDER AGE 6 TRAVELING

☐ Yes ☐ No

A guardian must ride with each child under 6.

SECTION 3 • DRIVER INFORMATION

DRIVER NAME

DRIVER PHONE

DRIVER'S LICENSE / CDL NUMBER

ELIGIBILITY CONFIRMATION

☐ Driver is on the approved list

The approved driver list is posted in the Fellowship Hall. The sponsoring ministry secures its own driver (Guideline 9).

SECTION 4 • FINANCIAL RESPONSIBILITY & CERTIFICATION

The sponsoring ministry is responsible for all operational expenses of the trip and for any cost incurred by the driver, except fuel, coolant, and repairs, which the Church bears. Charges are paid from the ministry's approved budget line through the regular voucher process.

BUDGET LINE / FUNDING SOURCE

ESTIMATED COST TO MINISTRY (\$)

☐ I have read the Transportation Ministry Guidelines on page 3 and accept these responsibilities.

Signature of Requester (Head of Sponsoring Ministry)

Date

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TRANSPORTATION REQUEST & AUTHORIZATION

Official use only. Completed by the Transportation Committee, the Trustees, and the Church Office.

CONSTITUTIONAL AUTHORITY

The Church bus is property of Saint John Baptist Church. Under the Church Constitution the Board of Trustees holds the care, custody, and control of Church property, and no trip may proceed without its approval. The Transportation Committee reviews each request and makes a recommendation; the Trustees act. Where a single expenditure or contract connected to a trip would exceed \$3,000, Article V, Section 5 (as amended 2026) requires Joint Board approval before the Trustees may act, and Church authorization before the Church may be obligated.

SECTION 5 • TRANSPORTATION COMMITTEE REVIEW

COMMITTEE RECOMMENDATION

☐ Recommended ☐ Not Recommended ☐ Recommended with conditions

COMMENTS / CONDITIONS (BUS AVAILABILITY, SCHEDULING CONFLICTS, DRIVER VERIFICATION)

TRANSPORTATION COMMITTEE CHAIRPERSON

DATE OF REVIEW

Signature, Transportation Committee Chairperson

Date

SECTION 6 • ACTION OF THE BOARD OF TRUSTEES

TRUSTEE ACTION

☐ Approved ☐ Not Approved ☐ Exceeds \$3,000 — referred to the Joint Board (Art. V, Sec. 5)

DATE OF BOARD ACTION

MOTION / VOTE RECORDED BY

AMOUNT AUTHORIZED (\$), IF ANY

REASON (REQUIRED IF NOT APPROVED) / CONDITIONS OF APPROVAL

Authorized Signature, Board of Trustees (Chairperson or Acting Chairperson)

Date

SECTION 7 • NOTIFICATION & RECORD (CHURCH OFFICE)

Courtesy notice only. The Pastor and Deacons are informed for awareness; neither is a required approval gate.

☐ Copy emailed to pastor@williamsburgsjbc.org ☐ Copy emailed to deacons@williamsburgsjbc.org
☐ Requester notified of the decision by email ☐ Trip entered on the Church calendar
☐ File copy to clerk@williamsburgsjbc.org for the Church record

DATE NOTICE SENT

SENT BY

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Post-trip return and Transportation Ministry Guidelines. Keep this page with the vehicle.

SECTION 8 • POST-TRIP RETURN (COMPLETED BY THE DRIVER)

ODOMETER OUT	ODOMETER IN	FUEL ADDED (\$)	ACTUAL RETURN DATE/TIME
☐ Bus cleaned of all trash	☐ Ministry Trip Sheet completed and left at the front of the bus		
MECHANICAL ISSUES, DAMAGE, OR INCIDENTS TO REPORT (WRITE "NONE" IF NONE)			

Signature of Driver

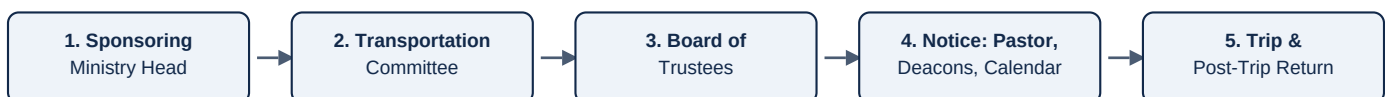
Date

SECTION 9 • TRANSPORTATION MINISTRY GUIDELINES

Objective: to guide church ministries and auxiliaries in the proper and practical use of Church vehicles.

1. All trips must be sponsored under the umbrella of the Church.
2. Operational expenses for each trip are the responsibility of the sponsoring ministry, except fuel, coolant, and repairs.
3. Any cost incurred by the driver is paid by the sponsoring ministry or auxiliary.
4. The request must be made by the head of the sponsoring ministry, submitted to the Transportation Committee, and approved by the Board of Trustees. Apply early to avoid conflict.
5. Maximum capacity is 14 passengers. There is no standing on the bus at any time.
6. Due to insurance requirements and state law, a parent or legal guardian must accompany each child 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 is a condition of future use.
9. The sponsoring ministry secures its own driver and submits the driver's name with this request. The approved driver list is posted in the Fellowship Hall; the Transportation Committee does not acquire drivers.
10. Complete the Ministry Trip Sheet and leave the completed copy at the front of the bus.

SECTION 10 • APPROVAL ROUTING & CHURCH CONTACTS



Submit requests / approvals

trustees@williamsburgsjbc.org

Church Office

(757) 229-0759

Pastor (courtesy copy)

pastor@williamsburgsjbc.org

Deacons (courtesy copy)

deacons@williamsburgsjbc.org

Church Clerk (file copy)

clerk@williamsburgsjbc.org

Website and calendar

williamsburgsjbc.org

RECORD OF THE CHURCH

The completed form, with the action of the Board of Trustees recorded, is filed with the Church Clerk and kept with the records of the Board of Trustees. This form is an operating procedure adopted under the Church Constitution; it neither amends the Constitution nor creates authority beyond it.