

Updated May 23, 2023



Vehicle Request Form

Transportation Requests should be made at least 2 weeks prior to your expected departure date. All requests are reviewed by NSBC Administrative Staff prior to approval. Once approved, an administrative staff person will contact the Trip Leader to coordinate final plans.

Today's Date: _____

Please fill form out legibly and completely

Your Name: _____

Phone: (Cell) _____ (Other) _____

Email Address: _____

Ministry/Group Requesting Vehicle: _____

Destination or Trip Purpose: _____

Trip Leader: _____

Trip Information:

Departure Date and Time: _____ Return Date and Time: _____

Return Date and Time: _____ Approximate Mileage: _____

Number of people traveling: _____

NSBC Can accommodate up to 52 travelers (4 drivers and 48 passengers) if all vehicles are utilized. If your plans call for more than 52 total travelers, please discuss options with your Ministry area leader and/or Church Administration well in advance of your expected departure date.

Vehicles Requested:

You may request vehicles you prefer for your trip. However, administration may assign you a different vehicle upon approval based on availability, maintenance issues/needs etc.

- Vehicle 1 – White Mercedes Bus (Seats 15 incl. Driver) _____
- Vehicle 2 – Blue Mercedes Bus (Seats 15 incl. Driver) _____
- Vehicle 3 – White Suburban (Seats 7 incl. Driver) _____

Driver Requested:

You may request a specific driver for your trip. Administration will contact all drivers about availability prior to final assignment. Trip leaders/Ministry leaders will be contacted once driver assignment is made. **All Drivers of NSBC vehicles MUST be on the approved Driver List maintained in the church office.** If someone is interested in becoming an NSBC Approved Driver, please have them contact the church office for a Driver Screening Application and Vehicle Guidelines. Policy recommends trips of 6 hours or longer have a backup driver.

Name of Preferred Driver: _____ Phone _____

Back Up Driver : _____ Phone _____

Please read the following:

- Drivers must be on the church's approved driver's list.
- Vehicle keys, bus barn access codes, and vehicle bay location can be picked up in the office during regular office hours a day before departure. If a minister is accompanying you on a trip, they can pick up the keys and access codes and deliver them to you.
- Each vehicle has a vehicle packet located in the driver's side door. Drivers and Trip Leaders should follow all guidelines and enter all trip information in the vehicle packet. Each packet contains: vehicle log, additional vehicle information, emergency contact information, and insurance card.
- Seat belts must be worn by everyone in all NSBC vehicles.
- Upon return, please return vehicle to the correct bay in the bus barn, with all trash and personal items removed.
- Please return vehicle with a full tank of fuel
- Fill out vehicle log in vehicle packet. **PLEASE LEAVE VEHICLE PACKET IN THE VEHICLE**
- Lock Vehicle. Remove Keys. Drop Vehicle keys in the drop box in the barn.
- Arm and Lock Barn when exiting

I have read and understand all church transportation policies and procedures:

Signature

Date

For Office Use Only

Date received in church office: _____

Driver Assigned: _____

Vehicle Assigned: _____ Barn Access Code #: _____