



McEachern Memorial
A United Methodist Church

Bus Request Form

Date of Request			
Group Name			
Bus Requested		Sentinel Bus 33 passenger (CDL required)	
		14 passenger high top van	
		15 passenger low top van	
Date(s)			
Time to be picked up			
Time (est.) to be returned			
Destination			
Driver's Name			
Group Leader			
Group Leader's Phone #			

- All church vehicles are to be returned full of fuel. This is the responsibility of the group leader.
- **Please – no food, drink, or gum in the vehicles**
- The group leader is responsible for cleaning up the inside of the bus or van when you return it to the church.
- If any damage occurs to the bus, please report it to the Facilities Manager (678-491-9726) as soon as possible.
- Please return keys to Facilities manager Drop box.

Group Leader Signature accepting these terms: _____