

Cokes Chapel Bus Use Request Form and Trip Roster

To request use: Fill out the information below and submit to the church office or online at office@cokechapel.org All bus use must be approved by Trustees and be sponsored by an attending member of the church.

Date of request _____ **Member sponsor:** _____

Date of requested Bus Use _____

Time of use: from _____ to _____

Destination _____

1. Name of Driver _____

___ Copy of Driver's License (attach)

Expiration date _____ Driver License # _____

___ Copy of Insurance Card (attach)

2. Additional Designated Chaperone*

Chaperone will be given extra door key to the bus to prevent lock out assure that the bus is returned as found (cleaning/etc.)

Name _____ **Phone/Cell** _____

When using the bus:

___ 1. Return bus tank FULL

___ 2. Return both sets of keys to the church office. If the office is closed, drop the keys in the mailbox mounted by the Office Door.

___ 3. Check the compartments and floor/seats and remove all trash and personal items.

___ 4. No alcohol, cigarettes, vaping while on the bus

I understand and agree to the bus use rules above and have reviewed the full Bus Policy and Liability waiver:

Signed by Driver, Chaperone:

_____ (Driver) date _____

_____ (Chaperone) date _____

*Before departure, please make a copy of the **Church Bus Roster (page 2)** and **leave one copy** in the office or send by email. 10-6-16*

Church Bus Roster – In case of emergency an emergency contact name and phone number are **Mandatory** for all passengers for each bus use:

BEFORE departure, leave a copy of the roster **in the office mailbox** (by office door) and **take a copy** with you in case of emergency.

Driver name _____ Cell _____

Emergency Contact name _____ Cell _____

Passenger Name	Emergency Contact name	Emergency Contact cell #
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		

Note: if additional riders are added after departure (*perhaps join in and return with group or in other circumstances*) contact church office by phone and/or send email with additional passenger’s name and emergency contact information **before boarding**.