

The SPBC Transportation Ministry
 Transportation@myspbc.org
VEHICLE REQUEST

Requests Must Be Submitted At Least Two (2) Weeks in Advance of Event Please include the Budget Line Item & Ministry Leader's Signature for Final Approval Verbal Requests Will Not Be Accepted		
Today's Date:		Day & Date of Trip:
Name of Person Completing Request:		
Address:		
City:	State:	Zip:
Home Phone:	Work Phone:	Cell Phone:
Email Address:		
Life Stage Using Vehicle(Please Check): 1__ 2__ 3__ 4__ 5__ 6__ 7__ Signature:		
Purpose of Trip:		
Ministry Name:		Budget Line Item Number:
Destination:		
Address of Destination:		
City:	State:	Zip:
Destination Phone Number:		
Departure Time From SPBC:		Departure Date:
Departure Time From Destination:		Return Date:
Total Number of Passengers: _____		
If request is approved, a list of passengers being transported must be submitted to Transportation Team Leader prior to departure time. Directions to destination is required day of trip.		

To Be Completed By Transportation Ministry Team Leader	
Decision:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Assigned Driver(s):	
Assigned Vehicle(s)	__ 10 Passenger Van (SPBC 1,2,4) Transport Cargo/Courier __ 14 Passenger Mini Bus (SPBC 3) __ 14 Passenger School Bus (SPBC 6,7) __ 14 Passenger Child Safety Bus (SPBC 9) __ 12 Passenger Wheel Chair (SPBC 8) __ 29 Passenger bus (SPBC 5)

