

BUS REQUEST FORM
First United Methodist Church of Land O Lakes
6209 Land O' Lakes Blvd
Land O' Lakes, FL 34638
813-996-3533

Group Name _____	Date of request _____
Destination _____	Trip Date _____
Number of Passengers _____	Expected Start Time _____
Expected Total Miles _____	Expected Return _____
Group Leader _____	Florida Conference _____
Group Leader Cell _____	Approved Driver _____
	Driver's Cell _____

General Purpose of Trip _____

A signature is required at the bottom of this form after reading the rules outlined below.

This Bus Request Form must be completed & approved 30 days prior to bus use.
This bus is to be used only by groups directly affiliated with 1st UMC LOL.
Groups must arrange with a Florida Conference approved Driver before submittal (see office).
Trips out-of-state or more than 500 miles must be approved by the Florida Conference (Insurer).

BUS RULES

The Bus Driver has control of the Bus

1. The Group Leader is in charge of passengers at all times.
2. Aisles must be clear and free of obstructions at all times.
3. All occupants must wear seat belts when the bus is in motion.
4. All fuel costs and driver accommodations are the Group's responsibility. Refuel within 24 hours.
5. The Group Leader must have the bus cleaned within 24 hours of the return.
6. Group Leader determines acceptable food and beverages. (Consider clean-up)
7. No smoking, alcohol or drugs on the bus.
8. The Group Leader is responsible for all prescriptions related to minors.
9. Side emergency exits are to be used only in emergencies.
10. First Aid Kit and Fire Extinguisher are for emergency use only

In an emergency, the bus driver and Group Leader shall attend to passengers and the bus first- then call the Leadership Board Chair or Pastor to arrange repair or other necessary action.

I have read and understand the above rules

Group Leader signature: _____ Date _____

Administrative Approval _____ Approval Date _____

Leadership Board Chair
Sue Shea
Phone 813-695-0399

Florida Conference Approved Drivers:

Jerry Allison (614.264.0530) jdaviator@aol.com
Lary Hershelman (813.907.6268) lary.hershelman@gmail.com
Bob Swan (813.293.1854) bob.swan@lolumc.org
Steve Mitchell (503.2982) smitchell123@tampabay.rr.com

The Driver must arrange for Key pick-up time with the Church office.

DRIVERS LOG:

Group:		Date:	
Destination:		Driver:	
Group Leader:		Departure Time:	
Leader Cell Phone:		# Passengers:	

DEPARTURE CHECKLIST: comments			RETURN CHECKLIST: comments		
Brakes			Brakes		
Steering			Steering		
Headlights			Headlights		
Turn Signals			Turn Signals		
Tires			Tires		
Horn			Horn		
Wipers			Wipers		
Mirrors			Mirrors		
Exit Windows			Exit Windows		
Flares/Reflectors			Flares/Reflectors		

Log Departure and Arrival times, Gas and Eating Stops - record mileage and fuel expenditures:

Date:	Time (am/pm):	Mileage	Arrive/Depart Location
Fuel (upon return)	Total Time:	Total Miles	Total Expenses:
E 1/4 1/2 3/4 Full			