

**Toulminville-Warren Street United Methodist Church
TWSUMC Transportation Ministry Vehicle Request**

2271 St. Stephens Rd. Mobile, Al. 36617
(251) 478-1504

Requests must be submitted at least two (2) weeks in advance of event; verbal requests will not be accepted. All drivers **must** be on the approved drivers list.

Today's Date: _____	Date of Trip: _____
Name of Requestor: _____	
Address: _____	
City: _____	St. _____ Zip Code: _____ Tel. _____
Destination: _____	
Complete Address of Destination: _____	
City: _____	St. _____ Zip Code _____
Telephone _____	
Purpose of Trip: _____	
Church Ministry: _____	
Departure Time from TWSUMC: _____	Departure Date: _____
Returning Time to TWSUMC: _____	Returning Date: _____
Requested Vehicle(s) _____ Passenger Van	_____ Cargo Van
Who authorized this request? _____	Position: _____

To Be Completed By Staff Services Representative

Decision: _____ Approved	_____ Denied
Assigned Vehicle(s) _____ Church Van	_____ Day Care Van _____ Cargo Van
Assigned Driver(s) _____	
Gas Card Given: _____ Yes	_____ No
Gas Card Returned: _____ Yes	_____ No

* Vehicle(s) should be thoroughly inspected before and after trip. Vehicle should be returned with a full tank of gasoline. Any accidents or damage to vehicle must be reported immediately to Staff Services Representative.