

St. Helen Bus Request

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Ministry / Group Name: \_\_\_\_\_

Day / Date of Bus Reservation: \_\_\_\_\_

Departure Time for Trip: \_\_\_\_\_ Approximate Return Time: \_\_\_\_\_

Destination/Purpose (Name, full address, and phone number):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by (Fr. Matt, Mrs. Irish, Mrs. Lewis or Deacon Dave):  
\_\_\_\_\_ Date Approved \_\_\_\_\_

*Please submit this form to the parish office. Email: Church@sthelenvero.org*

OFFICE USE

Estimated Round Trip Mileage \_\_\_\_\_ x .85 per mile \$ \_\_\_\_\_

Driver: Estimated Hours \_\_\_\_\_ x \$18 (min. of 4) \$ \_\_\_\_\_

Cost of Use (cleaning): \$50.00

Total: \$ \_\_\_\_\_

- Reserved on Bus Calendar.
- Payment Receive on (date): \_\_\_\_\_
- Driver Booked. Name of Driver: \_\_\_\_\_

*Please review the bus procedures prior to submitting your form.*

## Reserving Bus Procedures:

1. Ministry/Group/School Personnel wanting to use the bus are to complete the St. Helen Bus request form and submit to the office.
  - a. Please check with the church office prior to completing the form to assure that there is no conflict.
2. The person completing the form will be responsible for adherence to these procedures and that the complete trip is conducted in accord with St. Helen Church and Diocese policy. It is particularly imperative that all requirements for Protecting God's Children are adhered to.
3. Person completing the form is required to be a participant on the trip.
4. Submit form with signed approval, one of those noted on form.
5. Requests should be submitted at least 30 days in advance.
6. Once submitted the office will confirm driver, date and times. (Note: For the school, with approval from the school, arrangements for Miss Smith to drive should be made in advance.)
7. For trips where it may be necessary to purchase gas, prior arrangements should be made with the church office.
8. At no time during the trip is anyone other than the driver on the approved form to operate the bus.
9. Use of the bus is restricted to St. Helen church, ministry or School use only.