

Bus Request Form

Please review the bus procedures prior to submitting your form.

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

Name: _____

Phone: _____

Email: _____

Ministry / Group Name: _____

Day / Date of Trip: _____

Departure Time: _____ Approximate Return Time: _____

Destination/Purpose (Please include place name, full address, and phone number):

Approved by (Fr. Matt, Mrs. Irish, Dcn. Dave):

_____ Date _____

Estimated		Actual (Office Use)	
Round Trip Mileage _____	x \$1.25 = \$ _____	Mileage _____	x \$1.25 = \$ _____
Driver Hours (Min. 4) _____	x \$18.00 = \$ _____	Driver Hours _____	x \$18 = \$ _____
Cost of Use Fee:	\$50.00	Cost of Use Fee:	\$ 50.00
Total:	\$ _____	Total:	\$ _____

OFFICE USE

☐ Reserved on Bus Calendar

☐ Driver Booked: _____

Revised 9/8/2025

Instructions for Completing the Bus Request Form

1. **Submit the Request Promptly** – Bus requests should be submitted as soon as possible to ensure availability.
2. **Include Contact Information** – The name and phone number of the responsible adult must be provided on the request form.
3. **Responsibility for Compliance** – The responsible adult must ensure adherence to these procedures, as well as St. Helen Church and Diocese of Palm Beach policies, particularly the requirements of *"Protecting God's Children."*
4. **Driver Payment Policy** – Bus drivers will be paid a minimum of **four (4) hours** for each trip.
5. **Cancellation Policy** – Cancellations made less than **48 hours** before the scheduled trip will incur the **four-hour minimum** charge for the driver.
6. **Fuel Stops** – If a fuel stop is needed for the trip, prior arrangements must be made with the church office.
7. **Authorized Drivers Only** – At no time is anyone other than the **approved driver** permitted to operate the bus.
8. **Restricted Use** – The bus is to be used **only** for church and school-related activities.
9. **Approval Requirement** – The form must be approved by one of the designated individuals authorized to approve bus trips. Their names are listed on the form above the **Approval Signature Line**.

Revised 9/8/2025