

**BUS RESERVATION FORM & BUS LOG & TRIP REPORT
ST. GEORGE'S EPISCOPAL CHURCH**

Sponsoring Group _____ Today's Date _____
Date & Time for Check Out _____
Date & Time for Return Check In _____
Purpose of Trip _____
Destination(s) _____
Group Contact & Phone Cell Phone# _____
Driver's name _____ Alternate Driver/Supervisor _____
Approved by _____ Date _____
(Parish Administrative Officer)

BUS LOG & TRIP REPORT (Return Form)

Today's Date: _____
_ GAS TANK FULL;
_ INTERIOR AND EXTERIOR CLEAN;
_ DOORS SECURE AND LOCKED; and
_ KEYS, BUS LOG & TRIP REPORT, & POST TRIP INSPECTION FORM delivered to Church Office
_ SERVICE OR REPAIR NEEDED AS NOTED HERE: _____

Trip Start Date: _____ Trip End Date: _____
Mileage at Start: _____ Mileage upon Return: _____
Purpose of Trip: _____
Signed _____ Signed _____
(Church secretary) (Primary driver)