



2811 Fendall Avenue | Richmond, VA 23222
 Glorify God | Edify the Church | Lift the Community

Van Request Form

DATE OF REQUEST:	
NAME OF MINISTRY:	
DATE TRANSPORTATION NEEDED:	
HOW MANY VANS ARE NEEDED:	
PERSON(S) REQUESTING SERVICE:	
CONTACT PERSON NUMBER:	
CONTACT PERSON EMAIL:	
DESTINATION:	
PURPOSE OF TRIP:	
# OF PASSENGERS:	
DEPARTURE DATE:	DEPARTURE TIME:
RETURNING DATE:	RETURNING TIME:
ARE YOU REQUESTING A DRIVER (CIRCLE ONE)	YES NO
NAME OF DRIVER:	

*Any requests during normal business hours, MUST be approved through the Administrative Office.
 Requests must be submitted (2) weeks in advance.*

ALL DRIVERS MUST BE LISTED ON THE TRINITY BAPTIST CHURCH INSURANCE POLICY:

REQUEST APPROVED: _____ REQUEST DENIED: _____ DATE: ____/____/____

TRANSPORTATION COORDINATOR: _____

ADMINISTRATION APPROVAL: _____

**ANY CANCELLATION ON THE DATE THAT TRANSPORTATION IS NEEDED,
 PLEASE CONTACT THE ADMINISTRATION OFFICE AT 804.321.2427**

Email completed form to receptionist@ourtbc.org