

# TRANSPORTATION REQUEST

\*\*\* All drivers must be on Covenant's Approved Drivers List. \*\*\*

## REQUESTED VEHICLE

- Brown Chevrolet Suburban
- Trailer
- 24 Passenger Bus (driver must have CDL)
- 15 Passenger Bus (driver must have completed bus training at Covenant)

## TRIP DETAILS

Event/Trip Name: \_\_\_\_\_

Vehicle Destination City: \_\_\_\_\_

Committee: \_\_\_\_\_

**Keys can be picked up during office hours: 8AM-6PM Mon-Thurs, and 8AM-12PM Fri.**

Vehicle Pick-Up Date: \_\_\_\_\_ Time: \_\_\_\_\_

Vehicle Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

Key Pick-Up Date: \_\_\_\_\_ Time: \_\_\_\_\_

Key Return Date/Time: Date: \_\_\_\_\_ Time: \_\_\_\_\_

**If returning keys outside office hours, please leave in mail drop outside Covenant Hall front door.**

## DRIVER DETAILS

**It is your responsibility to secure a driver for the event. For a list of approved drivers, please call (512) 454-5231.**

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

Driver Phone Number: \_\_\_\_\_

**Operator must return the vehicle fully fueled and cleaned.**

## EVENT CONTACT PERSON

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone:

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
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