

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:

