



Request for School Bus/Charter Bus
*This request MUST be received by Facilities Services
 one week prior to your trip!!*

Date _____

Requested by _____ Ext. _____ Dept. _____

School Bus

- 44 passenger 52/54 passenger 60 passenger

Recliner Bus

- 21-23 passenger 30 passenger 49/52 passenger

Destination: _____

Address: _____

Date of Departure: _____ Time of Departure: _____

Date of Return: _____ Time of Return: _____

Pick up location (i.e., Science Bldg. Tower, Parking Lot 2, etc.) _____

Special Instructions: _____

*Facilities Services
Office Use Only*

Bus Company: _____ Purchase Order No.: _____

Date Ordered: _____ Cost: _____