



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

Date \_\_\_\_\_

Requested by \_\_\_\_\_

Department \_\_\_\_\_

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School Bus

44 passenger

52/54 passenger

60 passenger

Recliner Bus

21-28 mini bus

49/52 passenger

58 passenger

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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: \_\_\_\_\_