

## FSBC Bus Request Form

Please fill out this form as soon as your trip is planned. This form should be returned to the Bus Committee at least two weeks prior to the trip. Bus use will be assigned on a first-come, first-served basis.

Date of Request: \_\_\_\_\_

Sponsoring Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone # or e-mail address: \_\_\_\_\_

Destination: \_\_\_\_\_

Date & Time of Departure: \_\_\_\_\_

Date & Time of Return: \_\_\_\_\_

Estimated Number of Passengers: \_\_\_\_\_

Name of Driver(s): \_\_\_\_\_

Person in Charge of Trip/Leader: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

I have read the FSBC Bus Policies and Procedures and my group will follow them.

Signature of Requestor \_\_\_\_\_

Date/time Bus Committee member received form: \_\_\_\_\_

Person receiving form: \_\_\_\_\_