

BUS RESERVATION

Date Reserved _____

Group _____

Date(s) Desired _____ Pick Up Time _____ Drop Off Time _____

Destination _____

Purpose of Trip _____

Group Size _____ Approved Bus Driver(s) _____

Note: Age requirement for Bus Driver is 21 years old

All drivers must:

All drivers must:

- 1) provide a photocopy of a valid driver's license prior to picking up the keys.
- 2) keys must be checked out from the Building Superintendent before 4:00 p.m. Monday through Thursday and by noon on Friday.

Approved by: _____

Administrative Assistant

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WHEN BUS IS RETURNED:

Please check when completed:

_____ Keys returned _____ *Interior cleaned

_____ Gas tank at least 1/2 full (gas is purchased at Duncan Exxon. Please turn in the receipts for gas with the keys.)

Please list any service or repair required during the trip:

Is further service or repair needed? Please describe:

Sign _____
(Approved Bus Driver)

* A minimum of \$15.00 cleaning fee will be charged to any group not adequately cleaning the bus.