JCC Bus Request

Today's Date:_____

Employee Requesting Bus:_____

Type of Group:_____

# of Students Involved:_____ # of Adults Involved:_____

Date Bus Needed:_____ Departure time:_____

Loading location:_____

Destination address:_____

Return load time:_____ Any additional stops: Y N

Description of add'l stops:_____

Reason for trip:_____

Event start time:_____ Event end time:_____

Turn in the request at LEAST TWO WEEKS before the event

Teacher Approval _____

Principal Approval _____

Business Manager Approval _____

Rec'd by Palmer Bus:_____