

2021 / 2022

Jackson Area Catholic Schools Bus Transportation Reservation Request Form

Lumen Christi Catholic School
3483 Spring Arbor Rd.- Jackson, MI 49203
Phone: 517-787-0630 - Fax: 517-787-1066

Mail or Fax this request to Lumen Christi Catholic School. Attention: Bus Transportation/Main Office

To inquire or reserve bus transportation:

- To inquire about bus service, please contact the Main Office at Lumen Christi Catholic School.
- You may make bus reservations by completing a *Bus Transportation Reservation Request Form*. Send or fax it to Lumen Christi, attention Bus Transportation/Lumen Christi Main Office.
- Bus reservations are made on a first come, first served basis, and are contingent on the availability of buses.
- **To allow bus refueling, please do not schedule a field trip before a pick-up time of 8:45 a.m. If you need an exception made, please call Joe Williams for approval.**

Confirmation and payment of bus transportation:

- Confirmation of bus transportation will be faxed to the requesting location and reservations logged to a master calendar.
- To simplify the process, all payment of bus drivers, refueling and upkeep of the bus fleet will be managed by Lumen Christi.
- \$20/hour per bus for field trip time (arrival, student load in, field trip, and return of students) will be assessed for bus transportation.
- In addition to field trip time, 30 minutes will be added to billable hours for transport to and from bus lot.
- Any field trip with travel time of less than one hour will be charged a minimum fee of \$20.
- Invoices will be sent at the end of each month.
- Payment for bus transportation is forwarded to LCCS / Bus Transportation by the 15th of each month following invoice receipt.
- During the academic year, Lumen Christi has priority to hold buses for transportation for Lumen Christi athletics or field trips.

Date of request: _____ Person requesting bus service: _____ Phone: _____

Date of field trip: _____ School: _____

Number of buses requested: 1 2 more Field trip destination: _____
(Place)

(Street Address) (City)

Number of Students: _____ Grade(s): _____ Number of Chaperones: _____

Bus required to remain at field trip at all times: (circle one) YES or NO

Special Instructions:(Pick up location, be specific): _____

Arrival for bus service: _____ Departure to field trip destination: _____
(Time) (Time)

Departure for home from field trip: _____ Estimated return home: _____
(Time) (Time)

Any field trip with travel time of less than one hour, will be charged a minimum fee of \$20.

CONFIRMATION - for LCCS use only

Faxed to: _____ Date faxed: _____

Number of buses reserved: 1 2 more

Assigned driver (s): _____

\$20/HR X _____(hrs) = _____
TOTAL _____
