

2022 / 2023

# 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) **plus \$0.63 per mile traveled** 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 and payment should be forwarded to LCCS / Bus Transportation by the 15th of the following month.
- 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/Emailed to: \_\_\_\_\_ Date: \_\_\_\_\_

Number of buses reserved: 1  2  more

Assigned driver (s): \_\_\_\_\_

\$20/hour X _____ (hrs) = _____
+
\$.63/mile X _____ (miles) = _____
Number of Buses X _____
TOTAL _____

Transportation Director / Joe Williams - Cell #:517-812-4412