

# CAMPUS BUS SERVICE

## FORM FOR GROUP TRIPS

NAME OF GROUP: .....

ADDRESS OF GROUP: .....

.....

NAME OF GROUP REPRESENTATIVE: .....

POSITION: .....

TELEPHONE NUMBER(S): .....

DATE(S) REQUESTED: .....

TIMES: .....

NUMBER OF PASSENGERS: .....

PURPOSE: .....

.....

ANY OTHER INFORMATION: .....

.....

.....

DATE: .....

SIGNATURE: .....

**TERMS AND CONDITIONS OF RENTAL OF**  
**CAMPUS BUS**

The bus will transport a maximum of twenty-four passengers.

Passengers must comply with the directives of the driver.

There is to be no eating, drinking or smoking in the bus.

The fee agreed is payable in advance. Cheques should be written to the University of the West Indies.

A deposit fee of fifty dollars (\$50.00) is payable in advance. This is not refundable if the group cancels after the arrangements have been made or if the group is late for pick-up.

The driver will wait for a maximum of thirty minutes after the agreed pick-up time.

I agree to the terms and conditions as set out above.

.....  
Signature - Group Representative

.....  
DATE

N.B: The filled out request form for use of the bus should be submitted at least seven days in advance of the date for which the bus is being requested. The request form is available from the Office of Student Services.

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FOR OFFICIAL USE

APPROVED .....

DATE .....

NOT APPROVED .....

DATE.....

CANCELLED.....

DATE.....

REMARKS

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