

REQUEST FOR USE OF A UCPS ACTIVITY VEHICLE

To Be Completed By School At Least 15 Working Days in Advance

If you wish to check on the availability of a UCPS Activity Bus, you may do so by contacting Mr. Steve Griffin at s.griffin@ucps.k12.nc.us. Mr. Griffin will hold your e-mail request for forty-eight (48) hours; however, your request will not be considered booked until this form has been received by the Transportation Department. You may fax your request directly to Mr. Griffin at 704.753.2846, to the bus garage at 704.226.1895, or courier your request form to Mr. Griffin at the Garage, whereupon a confirmation will be sent to you.

School _____ School Code 900-_____ Date _____

Type of Activity _____ 1-Educational _____ 2-Athletic _____ 3-Other

Description of Activity _____

Destination _____

Date Bus Requested _____ Time Requested _____

Date Bus to Return _____ Time to Return _____

Total Number of Passengers _____ Number of Vehicles Requested _____

Driver Information

Driver's Name

CDL B w/P&S Number

1 _____

2 _____

List Monitors (One monitor for every 30 students)

1 _____ 3 _____ 5 _____

2 _____ 4 _____ 6 _____

Person Responsible for Activity _____ Position _____ Email address _____

Phone Number _____ Fax Number _____ Principal's Signature _____

TO AVOID \$25.00 SERVICE CHARGE, PLEASE RETURN BUS SWEEP AND CLEANED

***** To Be Completed By Transportation Department *****

Date Request Received _____ Received By _____

Request: _____ Approved _____ Denied by _____

Reason For Denial _____

Buses Assigned for Request _____