



# Calvary Episcopal School and College Prep Request for Charter Bus Service

*This form is used for all school-sponsored activities requiring chartered transportation*

Description of Event: \_\_\_\_\_  
\_\_\_\_\_

Round-trip from: Calvary Episcopal School, 1201 Austin Street, Richmond, TX 77469  
281-342-3161 office/281-232-9449 fax

to: \_\_\_\_\_

Date(s)/Day(s): \_\_\_\_\_

Bus Arrival at CES: \_\_\_\_\_

Departure from CES: \_\_\_\_\_

Departure from venue: \_\_\_\_\_

Arrival at CES: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Grade(s) \_\_\_\_\_; \_\_\_\_\_ years average age(s)

Number of Adults \_\_\_\_\_

Cargo: \_\_\_\_\_ none \_\_\_\_\_ luggage other (list): \_\_\_\_\_

Vehicle requested:

\_\_\_\_\_ School Bus with No Air Conditioning

\_\_\_\_\_ School Bus with Air Conditioning

\_\_\_\_\_ Motor Coach with Air Conditioning, self-contained rest rooms, reclining seats, TV/VCRs

\_\_\_\_\_ Other (limousine, passenger van, etc.) \_\_\_\_\_

List any additional criteria (schedules, passengers, cargo, etc.) which may affect the scheduling, type or size of bus selected for hire. Be specific.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request submitted by: \_\_\_\_\_

Name

Position

Date

Request approved by: \_\_\_\_\_

Name

Position

Date