

CCA/EXTRA CURRICULUM Bus Request Form



Fields with an Asterix * are mandatory

SECTION A - Requestor

Event Title/Purpose: *			
Name of Requestor: *		Contact Phone no.:	*
Date of Service: *		Day (eg. Monday):	*
Number of Students: *		Number of Teachers:	*
No. of Chaperones: *		Total Number of Riders:	*
Departure Details:	Departure Time: *	* Pick-up location:	
		* Drop-off location:	
Return Details:	Return Time: *	* Pick-up location:	
		* Drop-off location:	

SECTION B - Costing

(Note: all CCA and extra curriculum bus services rendered will incur cost. Requestors are obligated to seek necessary clearance and approvals for total bus cost before sending through this request)

Estimated Bus Cost:	\$
Estimated Misc. Charges (ERP, Parking etc)	\$
Total Estimated Bus Charges:	\$
Name and Title of Approving Officer:	*
Signature of Approving Officer:	*

SECTION C - Transport Administrator ONLY

Person in Charge:		Date of Acknowledgement:	
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SECTION D - Acknowledgement - Transport Administrator ONLY

Date of Service Rendered:	
Transport Administrator in Charge:	
Requestor's Acknowledgement:	
Remarks (Late bus, non-performance etc):	
Date of Acknowledgement:	

Type of Bus (Mon - Fri)	1 - way	2 - ways
13 seater	\$93	\$185
23 seater	\$113	\$218
45 seater	\$132	\$264
45 seater (hourly use)	\$100.00/ hour (min. of 3 hours charge)	
Additional cost for Peak hours 5:00am to 8:30am 5:00pm to 7:00pm	(+ \$20/way	
Saturday, Sunday & PH	(+ \$20/way	

*Rates for 9pm to 5am not inclusive

Bus Request Prior Notice	
1 - 5 buses	At least 5 working days prior notice
6 or more buses	At least 2 weeks prior notice

Terms and Conditions

- Completed Request Form must be emailed to aisccabus@jtt.com.sg according to the prior notice period stated above. (Refer to ****Bus Request Prior Notice****)
- Johnson Transport may not be able to provide the required buses if the request form is submitted beyond the ****Prior Notice**** period.
- Bus fares listed above are not inclusive of GST, ERP charges, parking fees and any other entrance fees applicable for the bus.
- ALL urgent requests will incur a last-minute service charge of \$20 per bus, on top of the actual bus chargers mentioned above.
- An additional trip per bus shall be levied if the scheduled booking time is not adhered to, late for more than 30 minutes in departure or return.
- If the delay is beyond 30 minutes in pickup/return, the bus request will be consider cancelled in the situation with uncontactable the teacher/coach, and bus(es) will be withdrawn without notice and full fare shall be charged for the intended trip.
- For number 5 & 6, Johnson Transport will bear all cost should we cause the delay at our end except for unforeseen traffic issue, e.g.: accident on the road, road works and etc.
- Cancellation of bus requests must be made at least 3 working days (excluding Sat, Sun & Public holidays) before the scheduled pick-up date. There will no charge for cancellation.
- Cancellation of bus requests made within 3 working days of scheduled pick-up date will be charged full bus fare.
- Eating and Drinking are NOT allowed on the bus.
- Changing of clothes is not permitted on the bus.
- Punctuality must be observed at all times. Passengers must be ready at the pickup/drop off location 5 minutes before the scheduled pick-up time.
- Please keep the bus clean at all times.
- For ALL events like swimming, soccer, rugby and etc., students must change to a proper and dry attire before boarding the bus.
- Fighting, bullying, offensive language or any unruly behavior will be reported to the School and disciplinary action may be taken. A student with repeated misconduct will be suspended from the use of the bus service.
- We shall not be held liable for any loss if we unable to retrieve or return any item of lost property left in the bus by any passengers.
- Passengers shall not vandalize or damage any property of the bus. Anyone caught doing so or he/she shall be liable to compensate for the damage caused.