

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: Gate 2 Side Gate	
		* Drop-off location:	
Return Details:	Return Time:	* Pick-up location:	
		* Drop-off location: Gate 2 Side Gate	

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 – Sat only)	1 – way	2 – ways
13 seater	\$100	\$190
23 seater	\$120	\$220
45 seater	\$140	\$260
Disposal (3Hr)	\$210 (13 seater) \$270 (23 seater) \$330 (45 Seater)	
Disposal (4Hr)	\$280 (13 seater) \$360 (23 seater) \$440 (45 Seater)	

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

Terms and Conditions

1. Completed Request Form must be emailed to transport@ais.com.sg according to the prior notice period stated above. (Refer to ****Bus Request Prior Notice****)
2. ALL urgent requests will incur a last-minute service charge of \$20 per bus, on top of the actual bus chargers mentioned above.
3. Rates are subject to prevailing Goods & Services Tax (GST). Rates are for local travel only.
4. Rates do not include entrance fees, parking fees, special admissions fees or any other surcharges (except for local and overseas Toll charges).
5. For delays, 30 minutes grace will be given per transfer service after which the fully hourly disposal rates will be levied. Vice versa.
6. For cancellations with 48 hours or less advance notice, a surcharge of 50% of the confirmed fee shall apply. No surcharge shall apply for more than 48 hours advance notice given.
7. 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.
8. Cancellation of bus requests must be made **at least 3 working days** (excluding Sat, Sun & Public holidays) before the scheduled pick-up date will be charged full bus fare.
9. Cancellation of bus requests made **within 3 working days** of scheduled pick-up date
10. Eating and Drinking are NOT allowed on the bus. Changing of clothes is not permitted on the bus.
11. Please keep the bus clean at all times.
12. For ALL events like swimming, soccer, rugby and etc., students must change to a proper and dry attire before boarding the bus.
13. 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.
14. 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.
15. 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.