



# Bus Service Request Form

Family Details			
Family Name		Home Telephone	
Home Address		Mobile Telephone	
Area (e.g. Heliopolis, Mohandiseen, Maadi, Dokki)	<p style="text-align: center;"><i>If you feel it will help us, please draw a map on the reverse of this form showing exactly where your house is in relation to a well known landmark.</i></p>		

Details of Students Requiring Transport		
Names / Year Groups of Students		Collect From / Drop Off From
Name	Year/Class	(if different from home address shown above)

Emergency Contact Details			
<b>Person to contact in case of an emergency</b>			
Name		Relationship	
Office Address		Office Telephone	
		Office Fax	
Home Address		Home Telephone	
		Mobile Telephone	
<b>Alternative person to contact in case of an emergency</b>			
Name		Relationship	
Office Address		Office Telephone	
		Office Fax	
Home Address		Home Telephone	
		Mobile Telephone	

Bus Service Charge is <u>LE 1,500 per student</u> per term (invoiced with school fees)			
Signature of Parent or Guardian			
	<i>Signature</i>	<i>Name (print please)</i>	<i>Date</i>

<b>To be completed by Transport Supervisor</b>		<b>Date &amp; Initials</b>
Student(s) to start using Bus Service on _____		
Address & pick-up times verified by telephone with parents		
Address information provided to Bus Subcontractor		
<b>To be completed by Finance Office</b>		<b>Date &amp; Initials</b>
Received payment for Bus Service from parents	Invoice #	Amount:
Record student details on master bus list.		