

ALABAMA AGRICULTURAL AND MECHANICAL UNIVERSITY

Department of Transportation

Bulldog Transit System

Bus Usage Request Form

Date _____ 20_____

Contact Name (Faculty or Staff Only) _____

Contact Number _____

Signature _____

Department _____

Account Number to be Charged _____

Please provide _____ bus(es) and _____ driver(s) to:

Destination _____

Address _____

Purpose of Usage _____

Departure Date _____

Return Date _____

Time _____

Time _____

Estimated Bus Usage Hours _____

Number of Passengers _____

Bus Driver Instructions _____

Requests should be made at least 10 days prior to scheduled usage date. A purchase order, check, or money order is required to confirm your reservation. All cash payments must be processed through the Comptroller's office (Cashier's). Cancellation must be made within 72 hours of departure/usage time by calling 372-RIDE (7433)

Date _____

Approved _____

Director of Transportation

Date _____

Approved _____

Vice President for Student Affairs

FOR BUSINESS USE ONLY

Bus(es) Assigned _____

We cannot meet your request because _____