

Bus Hire – Trip Details

This form to be completed for each outing

Name of Organisation

Name of responsible person travelling on Bus:

Date of Outing

Pick-up Time:

No: Passengers:

1st Pick-up Address:

No of.... Walking Frames: Wheelchairs: __ Can Transfer to bus seat - Yes / No

Destination 1

Address:

Expected arrival time:

Departure time:

Any parking concerns Yes / No

Destination 2

Address:

Expected arrival time:

Departure time:

Any parking concerns Yes / No

Destination 3

Address:

Expected arrival time:

Departure time:

Any parking concerns Yes / No

Emergency Contact - Person who won't be Traveling on the Bus Outing

Name

Contact Mobile

Any Additional Notes:

Following acceptance of your itinerary and confirmation of bus/driver availability by an authorised HKCT staff member, a Bus Hire Booking Acceptance will be sent to you (the Contact Person for Bookings). Thank You!

Itinerary Details must be finalised with HKCT at least 2 weeks prior to the date of hire (Passenger details - including Names & Emergency Contacts are the responsibility of the Hirer)