

Bus Hire – Trip Details

This form to be completed for each outing

Name of Organisation

Date of Outing:

Number of Passengers:

Pick-up Address:

Pick-up Time:

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

Destination 1:

Address:

Expected arrival time:

Departure time:

Is bus parking available at destination Yes / No (*Please circle*)

Destination 2:

Address:

Expected arrival time:

Departure time:

Is bus parking available at destination Yes / No (*Please circle*)

Destination 3:

Address:

Expected arrival time:

Departure time:

Is bus parking available at destination Yes / No (*Please circle*)

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

Name of Emergency Contact Person:

Relationship to Hirer:

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)