 **Minibus Request**

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 **(Please complete one form per trip)**

Complete and return to Mark White (mark.white@worc.ac.uk) & Richard Wishart (r.wishart@worc.ac.uk).

You will then receive email confirmation once booking is complete.

## NAME: …………………………………………………...... *(Please include extension no;)*

**DEPARTMENT:** …………………………………………..

**Transport Details:**

### DATE REQUIRED: …………………………………………………

### NO OF PASSENGERS: ……………………………………………

**DRIVER REQUIRED:** …………….**Y / N** *(Please circle)*…………

***Outward Journey***

|  |  |  |  |
| --- | --- | --- | --- |
| **Collection Point:***Student Union Bus Stop unless alternative location is requested* | **Time:** | **Final Destination:***Please include full address and postcode* | **Other:***eg; Wheelchair user* |
|  |  |  |  |

***Return Journey***

|  |  |  |  |
| --- | --- | --- | --- |
| **Collection From***Please include full address and postcode* | **Time:** | **Final Destination:**S*tudent Union Bus Stop unless alternative location is requested* | **Other***eg; Wheelchair user* |
|  |  |  |  |

**Admin Use Only**

Booking Complete: .…………………Y / N *(Please circle)*

Email Confirmation Sent: …………...Y / N *(Please circle)*