

To: Atlantic Travel Pte. Ltd.

TEL: 6261 2278 (Hotline) 10a.m. – 6p.m.

Fax: 6261 2287

WORKS ORDER

Part 1: Works Order (One-Way Trip/ Two-Way Trip)

To send booking form in PDF to Tety & Serene via email. File can be edited in PDF.

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| Date of Works Order: | Works Order Reference No: MOESCHEPO25039587 AOR No: MOESCLEAR25032765 |
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|---|-----------------|---------|
| Name of Teacher-In-Charge: (Refer to Point of Contact) | Department/CCA: | Mobile: |
| Signature of Teacher-In-Charge: | | |

| No. | Date & Day of Service | • One-Way • Two-Way | No. of Buses | Class | No of Students & Adults | Type of Bus: - 44/45 Seater - 19/20 Seater - 10/11 Seater | Time of Pick-up | Time of Return | Pick-up Point (with full address) | Drop-off Point (with full address) |
|-----|-----------------------|------------------------|--------------|-------|-------------------------|--|-----------------|----------------|-----------------------------------|------------------------------------|
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |

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| Remarks: |
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NOTE: For bus bookings to school between **6:30am to 7:30am and 1:15pm to 1:50pm**, bus will need to wait outside the school gate. Bus will only enter the school premise **AFTER** students are ready for immediate pick up at the porch during this period.

Affected Not Affected

Part 2: Confirmation – To be filled up by Contractor

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|------------------------|--|---|
| Confirmation No: | | Date of confirmation: |
| Name of Staff: | | Signature of Staff: |
| Name of Bus Driver(s): | | Mobile number of Bus Driver(s): Bus plate numbers: |

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| Remarks: |
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