

# 4 Step Booking Process Ad-hoc Bus

WORK ORDER FORM CAN DOWNLOADED  
FROM BGPS TEACHERS' ONLY PAGE

## BOOKING

To complete softcopy of Work Order Form including student list and email to AE.

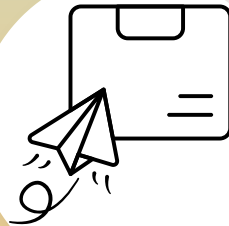
(May submit list prior the event day)



Please gauge the timing as there is a charges for Delay Departure

## SENDING WORK ORDER

AE to scan and email to vendor and cced Teacher IC & AM



## VENDOR CONFIRMATION

AE to print and file



## EVENT DAY

Any issue / feedback inform AE



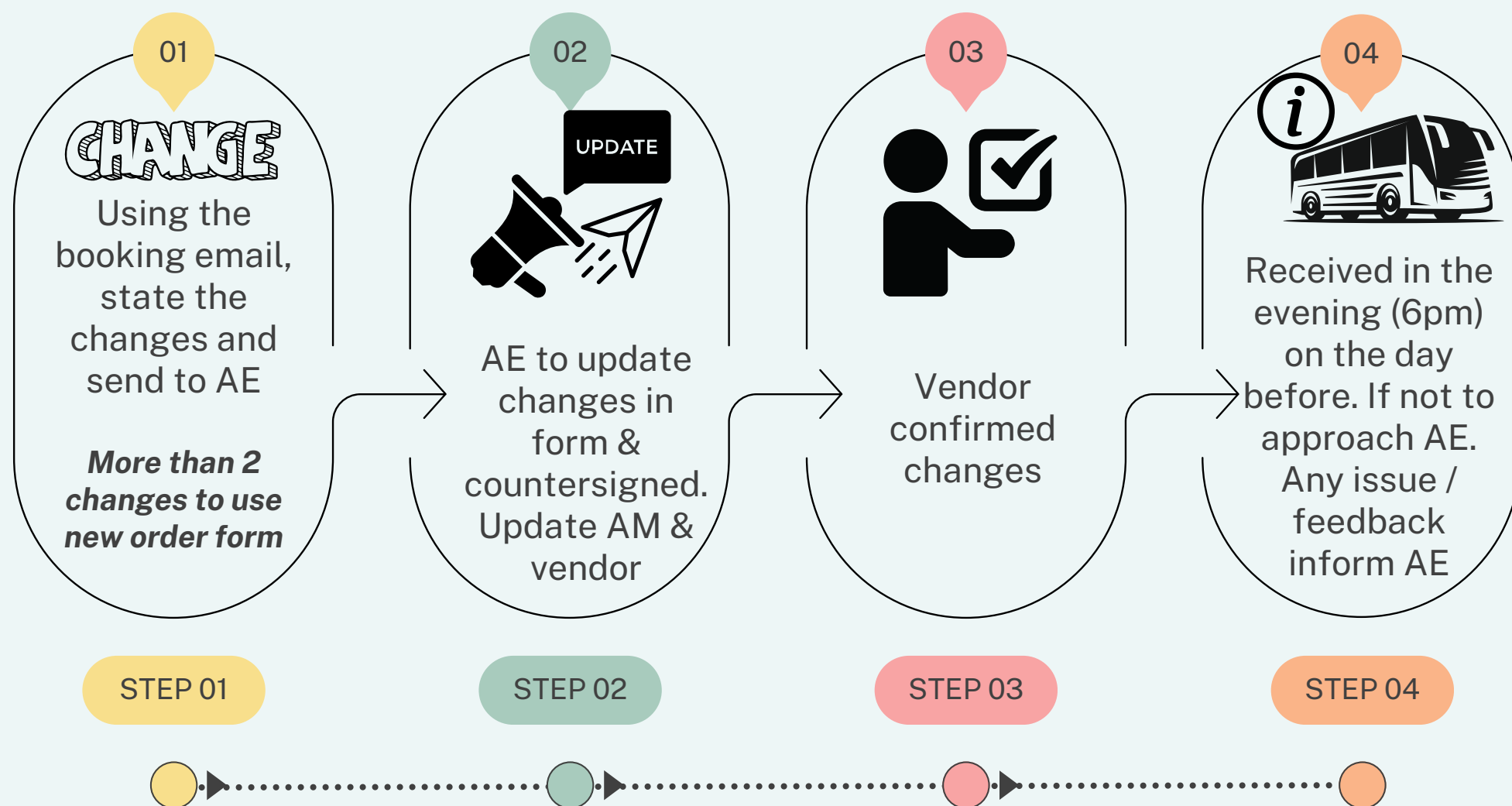
## BUS DETAILS

Received in the evening (6pm) on the day before. If not to approach AE



*To submit student list if any*

# Amendment to bookings process



Please take note on the following:

- **An administrative fee** will be imposed for
  - a) any **amendments** made to the booking details **48 hours before** to the event day.
  - b) **delay in departure**
- **A penalty** charge will be imposed to the school for any **cancellation** made **48 hours before** the event day.

# Pricing Table

PEAK: MON – FRI, 6AM – 9AM, 4.30 PM – 8PM,  
SAT,SUN & PUBLIC HOLIDAY 6AM – 11PM

Peak

\$80

44 / 45 SEATER

ONE-WAY

[SELECT PLAN](#)

Peak

\$70

19 / 20 SEATER

ONE-WAY

[SELECT PLAN](#)

Peak

\$60

10 / 11 SEATER

ONE-WAY

[SELECT PLAN](#)

NON-PEAK: MON – FRI, 9AM – 4.30PM, 8PM – 11PM

Non-Peak

\$75

44 / 45 SEATER

ONE-WAY

[SELECT PLAN](#)

Non-Peak

\$70

19 / 20 SEATER

ONE-WAY

[SELECT PLAN](#)

Non-Peak

\$55

10 / 11 SEATER

ONE-WAY

[SELECT PLAN](#)

**REVISED PRICE FOR NON-PEAK 19/20 & 10/11 SEATER**

# PRICING TABLE

<b>Late booking</b> <b>25% - 80%</b>	<i>Less than 2 working day but more than 1 working day - (25%)</i> <i>Less than 1 working day but more than 12 hours - (50%)</i> <i>Less than 12 hours but more than 4 hours - (80%)</i>
<b>Amendment Notice</b> <b>25% - 50%</b>	<i>Less than 24 hours but more than 12 hours - (25%)</i> <i>Less than 12 hours - (50%)</i> <b>(exclude Sat. Sun &amp; Public holidays)</b>
<b>Cancellation Notice</b> <b>50% - 80%</b>	<i>Less than 24 hours but more than 12 hours - (50%)</i> <i>Less than 12 hours - (80%)</i> <b>(exclude Sat. Sun &amp; Public holidays)</b>
<b>Delay in Departure</b> <b>25%</b>	<i>For every 15-minute block - (25%)</i>