

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

Date of Works Order:						Works Order Reference No: MOESCHEPO24023740 AOR No: MOESCHEAR24021186					
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											
Remarks:											
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.											
<input type="checkbox"/> Affected <input type="checkbox"/> Not Affected											
<u>Part 2: Confirmation – To be filled up by Contractor</u>											
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:		
Remarks:											