

January 6, 2020

Ms. Tammy Jump
Boone County Schools Transportation
8330 U.S. Highway 42
Florence, Kentucky 41042

Ms. Jump:

This correspondence is to request Boone County Schools' bus service for two (2) City of Florence events in 2020.

The first request is for two (2) buses (one accessible) to transport volunteers from the Florence Maintenance Facility located at 7350 Tanners Lane to various Florence streets (Mall Road, Hopeful Church Road, Cayton Connector Road, etc. and South Fork Park) to collect trash and debris for the Great American Cleanup on Saturday, April 25, 2020. We need the buses to arrive by 8:30 am and will depart at 9:00 am. Volunteers will be picked up at various locations beginning at 11:30 am to return to the maintenance facility. Drivers are encouraged to stay for lunch!

The second request is for two (2) buses (one accessible) to transport attendees of the Florence Independence Day Celebration from the Florence Government Center at 8100 Ewing Boulevard (designated as overflow parking) to U.C. Health Stadium home of Florence Freedom and back between the hours of 4:00 – 11:00 pm. Pick up will begin at the north entrance of the Government Center building then circle around the loop road to the south entrance for pickup at the front entrance of the aquatic center (for those people parked on the south side). The event date is Friday, July 3, 2020 and we have the rain date is Saturday, July 4, 2020 however the hours are from 7:00 – 11:00 pm.

Please let me know the status of the request after reviewed by the Board of Education's February meeting. My cell number is (859) 991-0717 and feel free to give it to the drivers assigned to each event. Do not hesitate to contact me should you have any questions. I appreciate your assistance with this issue.

Sincerely,



Vanessa L. Lenear, CPRP, CFEA
Community Events Coordinator

Outside Group Trip Request

Please read the instructions before completing this form. If you have any questions, see the Transportation Department contact list at the bottom of the instruction form.

Organization Name City of Florence Date of Request 1/2/20
Organization Address 8100 Ewing Blvd. Florence, KY 41042
Organization Phone Number (859) 371-5491
Contact Name Vanessa L. Lenear Contact Cell Phone (859) 991-0717
Destination Name Florence Maintenance Facility Date of Trip 4/25/20
Destination Phone # (859) 371-5491
Destination Address 7350 Tanners Lane, Florence, KY 41042
Destination Instructions Transport volunteers from maintenance facility to clean city streets & parks.
Loading Location 8100 Ewing Boulevard, Florence, KY 41042 (North entrance)
Loading Time 8:45 am Departure Time 9:00 am
Loading Time at Event 11:30 am Departure Time from Event 11:45 am
Return Time 0:00 am
Number of Passengers 75 Number of Buses requested 2
Additional Comments Request 1 ADA bus.
PO Number 5439

For Transportation Use Only

Trip Approved by _____ Superintendent's Office
Date Received _____ Trip Number _____
Internal Approval _____
Date Estimate Sent _____ Fax Email Date Assigned _____
Date Billed _____

Submit

Print

Reset

Outside Group Trip Request

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Organization Name City of Florence Date of Request 1/2/20
Organization Address 8100 Ewing Blvd. Florence, KY 41042
Organization Phone Number (859) 371-5491
Contact Name Vanessa L. Lenear Contact Cell Phone (859) 991-0717
Destination Name Government Center Date of Trip 7/3/20
Destination Phone # (859) 371-5491
Destination Address 8100 Ewing Blvd., Florence, KY 41042
Destination Instructions Transport guests from Gov't Ct. to Freedom Ballpark
Loading Location 8100 Ewing Boulevard, Florence, KY 41042 (North entrance)
Loading Time 4:00 pm Departure Time _____
Loading Time at Event 10:00 pm Departure Time from Event _____
Return Time 11:30 pm
Number of Passengers 300 Number of Buses requested 2
Additional Comments Request 1 ADA bus.
PO Number 5439

For Transportation Use Only

Trip Approved by _____ Superintendent's Office
Date Received _____ Trip Number _____
Internal Approval _____
Date Estimate Sent _____ Fax Email Date Assigned _____
Date Billed _____

Submit

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Please read the instructions before completing this form. If you have any questions, see the Transportation Department contact list at the bottom of the instruction form.

Organization Name City of Florence Date of Request 1/2/20
Organization Address 8100 Ewing Blvd. Florence, KY 41042
Organization Phone Number (859) 371-5491
Contact Name Vanessa L. Lenear Contact Cell Phone (859) 991-0717
Destination Name Government Center Date of Trip 7/4/20
Destination Phone # (895) 371-5491
Destination Address 8100 Ewing Blvd., Florence, KY 41042
Destination Instructions Transport guests from Gov't Ct. to Freedom Ballpark
Loading Location 8100 Ewing Boulevard, Florence, KY 41042 (North entrance)
Loading Time 7:00 pm Departure Time _____
Loading Time at Event 10:00 pm Departure Time from Event _____
Return Time 11:30 pm
Number of Passengers 300 Number of Buses requested 2
Additional Comments Request for rain date of 7/4/20 - 1 ADA bus needed.
PO Number 5439

For Transportation Use Only

Trip Approved by _____ Superintendent's Office
Date Received _____ Trip Number _____
Internal Approval _____
Date Estimate Sent _____ Fax Email Date Assigned _____
Date Billed _____

Submit

Print

Reset