

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.

Return Time 0:00 am Number of Passengers 75 Additional Comments Request 1 ADA bus. PO Number 5439 For Transportation Use Only	9) 991-0717
Contact Name Vanessa L. Lenear Contact Cell Phone (858) Destination Name Florence Maintenance Facility Date of Trip (895) 371-5491 Destination Address 7350 Tanners Lane, Florence, KY 2 Destination Instructions Transport volunteers from maintenance facility to clean content to content to clean content to clean content to clean content to clea	
Contact Name Vanessa L. Lenear Contact Cell Phone (858) Destination Name Florence Maintenance Facility Date of Trip (895) 371-5491 Destination Phone # (895) 371-5491 Destination Address 7350 Tanners Lane, Florence, KY 4 Destination Instructions Transport volunteers from maintenance facility to clean contact to the street Stre	
Destination Phone #	25/20
Destination Address Destination Instructions Loading Location Loading Time 8:45 am Loading Time at Event Return Time 0:00 am Number of Passengers 75 Additional Comments PO Number 5439 Trip Approved by 75 Trip Approved by 75 Transport volunteers from maintenance facility to clean contents and provided the content and provided to clean contents and provided to	
Destination Address Destination Instructions Loading Location Loading Time 8:45 am Loading Time at Event Return Time 0:00 am Number of Passengers 75 Additional Comments PO Number 5439 Transport volunteers from maintenance facility to clean control to c	
Destination Instructions Transport volunteers from maintenance facility to clean c Loading Location Bit 100 Ewing Boulevard, Florence, KY 41042 (North entrance) Loading Time Bit 30 am Departure Time 9:00 am Loading Time at Event 11:30 am Departure Time from Event Return Time 0:00 am Number of Passengers Additional Comments Request 1 ADA bus. PO Number 5439 For Transportation Use Only	1042
Loading Location 8:45 am Departure Time 9:00 am Loading Time at Event 11:30 am Departure Time from Event Number of Passengers 75 Number of Buses requester Additional Comments Request 1 ADA bus. PO Number 5439 For Transportation Use Only	ty streets & parks.
Loading Time 8:45 am Departure Time 9:00 am Loading Time at Event 11:30 am Departure Time from Event Passengers 75 Number of Buses requester Request 1 ADA bus. PO Number 5439 For Transportation Use Only	
Loading Time at Event	
Return Time0:00 am	11:45 am
Number of Passengers	
Additional Comments Request 1 ADA bus. PO Number 5439 For Transportation Use Only Trip Approved by 5	d2
For Transportation Use Only Trip Approved by	Marie Park Tr.
For Transportation Use Only Frip Approved by	
Trip Approved by	
	Superintendant's Office
Date Received Trip Number	
nternal Approval	
Date Estimate Sent Fax Email Date Assigned	
Date Billed	
Jace Dilleu	

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 F	lorence	Date of Requ	est 1/2/20
Organization Address	0100 [Florence, KY	
Organization Phone N	_{umber} (859) 371	-5491		
Contact Name	√anessa L. Lene	ear _{Cont}	act Cell Phone (8	59) 991-0717
Destination Name	Government Co	enter _{Date}	of Trip	7/3/20
Destination Phone #		(895) 3	371-5491	
Destination Address	8100 E	wing Biva.,	Florence, KY	41042
Destination Instruction	_{ıs} Transport gu	iests from G	ov't Ct. to Free	edom Ballpark
Loading Location		ard, Florence, K	41042 (North entra	nce)
Loading Time 4:00) pm	Departure Ti	me	
Loading Time at Even	t10:00 pm	Departure Ti	me from Event	
Return Time 11:30) pm			
Number of Passengers	300		per of Buses reques	
Additional Comments		Request	ADA bus.	
PO Number54	139			
	For T	ransportation U	se Only	
Trip Approved by				_ Superintendant's Office
Date Received			Trip Number	
Internal Approval				
Date Estimate Sent	F	ax Email	Date Assigned	
Date Billed				
	,			
	Submit	Print		

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 Flore	ence _{Dat}	te of Request	1/2/20				
Organization Address	s 8100 Ewi	ng Blvd. Floren						
Organization Phone N	Number (859) 371-54	91						
Contact Name	Vanessa L. Lenear	Contact Cell I	Phone (859) 9	91-0717				
Destination Name	Government Cente	er Date of Trip	7/4/	20				
Destination Phone #	Destination Phone # (895) 371-5491							
Destination Address 8100 EWING BIVG., Florence, KY 41042								
Destination Instruction	_{ons} Transport guest	s from Gov't Ct	. to Freedom	ı Ballpark				
Loading Location	8100 Ewing Boulevard, F	Florence, KY 41042 (N	North entrance)	<u></u>				
Loading Time7:0	0 pm D	eparture Time						
Loading Time at Ever		eparture Time from	Event	***************************************				
Return Time 11:3	0 pm			_				
Number of Passengers	s 300	Number of Bu	ses requested _	2				
	Request for rain	date of 7/4/20 -	1 ADA bus i	1eeded.				
PO Number 5	439							
	For Trans	portation Use Only						
Trip Approved by			Supe	erintendant's Office				
Date Received		Tri	ip Number					
Internal Approval								
Date Estimate Sent	Fax	Email Date	Assigned					
Date Billed								
	Submit P	rint						