



**AWOVARSITY COOPERATIVE INVESTMENT AND CREDIT  
SOCIETY LIMITED  
OBAFEMI AWOLOWO UNIVERSITY, ILE-IFE, NIGERIA.  
BUS HIRE APPLICATION FORM**

NAME OF HIRER.....  
ADDRESS.....  
PHONE NUMBER.....  
DESTINATION.....NUMBER OF DAYS BOOKED .....

DATE OF DEPARTURE..... DATE OF RETURN.....  
TAKE OFF POINT..... GUARANTOR'S NAME.....  
GUARANTOR'S PHONE NO..... GUARANTOR'S SIGNATURE .....

**Conditions: for Hire**

- a. The bus shall be fuelled by the hirer
- b. The bus shall not be used for any other purpose other than conveying passengers to and for its agreed destination.
- c. While the bus is in your possession, any visible damages to the bus, apart from mechanical faults and tyre problems, shall be repaired by you.
- d. In the event that the bus is hired for more than a day, the hirer shall be responsible for the night allowance of the driver, which is ₦2,500 per night. This is payable at the time of booking for the bus
- e. Cancellation of booking will attract a penalty of 10% of the sum paid
- f. The bus period is between 6:30am to 6:00pm
- g. The Hirer may be requested to pay caution fees for the Journey

I certify that these conditions are acceptable to me:

Name..... Signature..... Date.....

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**FOR OFFICE USE**

Application Approved for the trip to.....  
Date of Departure..... Date of Return.....  
Amount charged..... Total Amount Paid.....  
Authorised by.....

**Travel Permit to the Driver**

The bus has been booked to travel to.....  
Name of the Hirer.....  
Take off point.....Phone No.....  
Date of Departure..... Date of Return.....  
Approved by.....  
Authorised by.....