



MARINE CORPS BALL TRANSPORTATION REQUEST FORM

MCCS Motor Transport Office 645-7516

Submission Date:

Send to: TransportationRequest@okinawa.usmc-mccs.org

Requestor Name:	Office Phone:	Cell Phone:
Unit / Section:	Email:	
Event:	Quantity:	Vehicle Type:
Number of Passengers:		

Pickup Timeline Details

Date	Pickup Location	Time	ETA	Destination	Point of Contact	Cellular

Return Timeline Details

Date	Pickup Location	Time	ETA	Destination	Point of Contact	Cellular

Additional Remarks / Notes / Details / Directions:

All requests for Marine Corps Ball Transportation require a minimum 14 calendar day (2-Weeks) advance notice to schedule resources.

Balls being held at non-MCCS facilities will incur a Bus Charter Fee of \$50 per hour per bus. (Minimum 3-hour start-up fee will apply).

MCCS Bus Rules:

Rules are in place for the safety of our passenger, failure to follow the rules could result in a late to no arrival to your destination.

- No eating, drinking, smoking, or vaping while on the bus.
- Opening of windows are strictly prohibited and all body parts must remain inside at all times.
- All passengers must remain seated with their seatbelts fastened while the bus is in motion.
- Excessive noise levels must be kept to a minimum.
- Onboard Unit chaperones will be responsible to ensure order and discipline is maintained at all times.
- Chaperones will ensure cleanliness of the bus is maintained and check for left behind items post ball.
- Unit bears all reimbursement costs for any/all damaged caused to MCCS property.
- Disruptive, rowdy, and disorderly conduct will result in PMO intervention.

Acknowledgment of the contents and requirements outlined above: