

JUN 10

**NOTICE OF BUS ARRIVAL AND DEPARTURE**



WARDEN:	DATE:
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Bureau of Prisons Bus \_\_\_\_\_ (capacity \_\_\_\_\_ ) arrived at this institution at \_\_\_\_\_ M, today, with \_\_\_\_\_ transfers and \_\_\_\_\_ holdovers.

We plan to depart this institution at \_\_\_\_\_ M, \_\_\_\_\_ , \_\_\_\_\_ ,20 \_\_\_\_\_ , enroute to \_\_\_\_\_

taking holdovers and transfers for \_\_\_\_\_ .

We will require \_\_\_\_\_ lunches for each prisoner. These lunches should consist of two sandwiches each, and such fruit and/or dessert as is available. The lunches are to be prepared by a Food Service Staff Member ONLY and secured to prevent contact by inmates.

Each meal for prisoners should be packed in separate throw away snack boxes. The boxes for one meal should be packed as to be distinguishable from the boxes for another meal.

\_\_\_\_\_ jugs have been made available to the culinary department. One should be supplied with water; the other with coffee, by a Food Service Staff Member ONLY.

For reasons of security, transferees should not wear any of the same clothing they have used in the institution. No belts should be issued. All inmate clothing and personal property to be transferred should be placed in individual cardboard containers not to exceed 10" X 12" X 15". Boxes should be sealed and marked with name, register number, and destination.

During the time we are here, we plan to stay at:

\_\_\_\_\_  
Bus Lieutenant