



FIELD TRIP/CHARTER REQUEST

School Name: _____ Trip Date: _____

Please complete the top portion of this form and e-mail to First Student at least one (1) week prior to the date of the trip to ensure the success of your request.

Today's Date: _____ Voucher or PO #: _____

School/Organization: _____ Contact: _____

Address: _____

E-Mail address: _____ Phone: _____

Fax: _____

Destination: _____

Destination Address: _____

Departure Time: _____ Return Time: _____
(Time the bus is to be back at depature location)

Number of Buses: _____ Lift Required?: _____
of Wheelchairs _____

Driver Stay (Yes or No): _____ Attendant Required?: _____

Additional Information: (extra luggage, equipment, any special needs for trip etc.): _____

CONFIRMATION (FIRST STUDENT USE ONLY)

_____ We are NOT able to provide service at this time

Confirmed by : _____ **Date and Time:** _____

If you need to **Cancel** your bus request Monday - Friday, please call **and** e-mail your cancellation at least **2 hours prior** to the trip departure time. If you need to **Cancel** for a weekend trip, please call and e-mail cancellation **24 hours prior** to the trip departure time
If you fail to cancel your trip and the bus is on site, there will be a **cancellation fee** of one (1) hour based on the hourly rate
All trips are scheduled as a drop off and pick up only unless you request that the driver stay with the trip. If you request the driver stay with your trip you will be charged for the entire length of the trip.