

TRIP REQUEST FORM
Fax Request to Dousman Transport at (414) 966-9693

When planning an all-day trip or EXTENDED field trip, it is important to check with the bus contractor for availability of buses.

NAME OF SCHOOL: _____

DATE OF TRIP: _____ M T W TH FR S

PERSON(S) IN CHARGE: _____

GRADE LEVEL(S) OR SPORT: _____

NUMBER OF STUDENTS: _____ NUMBER OF CHAPERONES: _____

LOADING POINT: _____

DEPARTURE TIME: _____ RETURN TIME TO SCHOOL: _____
(Bus will arrive 10 minutes prior to departure time)

NUMBER OF BUSES: _____ (When calculating the number of buses, 71 means 3 to a seat)

DESTINATION: _____

DESTINATION ADDRESS: _____

ARE MAPS AVAILABLE? YES _____ NO _____

DO YOU REQUIRE A QUOTE? YES _____ NO _____

DO YOU REQUIRE THE DRIVER TO STAY WITH THE GROUP? YES ___ NO ___

MAY THE DRIVER LEAVE FOR MEALS? YES _____ NO _____

In order to reserve a bus, all requests must be in writing. Any subsequent changes must be in writing. A BUS WILL NOT BE RESERVED UNLESS A WRITTEN REQUEST IS RECEIVED & SIGNED. This will help eliminate any errors. Thank you!

ESTIMATED QUOTE: _____ PLUS ESTIMATED FUEL COST \$ _____

ESTIMATED MILEAGE _____ CONFLICTING TRIP CHARGE \$ _____
(Leave before 9AM; return after 2PM)

Person Authorizing Request

Dousman Transport
Phone 966-9691 or FAX 966-9693

