

First Student Charter/Field Trip Request

lille.mann@firstgroup.com

781-878-0163



7 Days minimum notice required

STEP 1	CONTACT INFORMATION
Date of Request _____	School Contact Person _____
Telephone # _____	Email _____
STEP 2	TRANSPORTATION REQUEST
Day & Date of Trip _____	
School Name _____	Destination Name _____
Destination Address _____	
School Pick up time _____	Destination pick up time _____ (All busses must be back by 1:30 p.m.)
Number of people _____ (Gr K-5 max. 55 per bus)	_____ (Gr 6-12 max. 47 per bus)
STEP 3	After completing Steps 1 and 2, email First Student Charter/Field Trip Request to: joseph.doherty@firstgroup.com
STEP 4	PRICE QUOTE FROM FIRST STUDENT (First Student will reply within 48 hours from date of request)
Cost per bus _____	Number of buses _____
First Student Confirmation Signature _____	
	Date _____
Email to above School Contact Person _____	
STEP 5	WPS CONFIRMATION SIGNATURE By signing below you agree on the price quoted and the above trip details.
Weymouth School Confirmation Signature _____	
	Date _____
Email Signed Transportation Request to: lille.mann@firstgroup.com	
For First Student Use Only	
Trip has been assigned to: _____	
	Date _____