

First Student Field Trip Request 2022-2023

Tim Cosseboom, First Student Dispatcher
781-878-0163 option 1



7 Days minimum notice required

STEP 1	
Contact Information	
Date of Request _____	School Contact Person _____
Telephone # _____	Email _____
STEP 2	
Transportation Information	
Day & Date of Trip _____	
School Name _____	Destination Name _____
Destination Address _____	
School Pick Up Time _____ <small>(All buses must depart no earlier than 9:00am)</small>	Destination Pick Up Time _____ <small>(All buses must be at the school no later than 1:30pm)</small>
Number of people _____ <small>(Gr K-5 max. 55 per bus)</small>	_____ <small>(Gr 6-12 max. 47 per bus)</small>
<i>**If your trip does not fall between 9:00am - 2:00pm, it will be handled on a trip by trip basis depending on availability**</i>	
STEP 3	
After completing Steps 1 and 2, email First Student Charter/Field Trip Request to: timothy.cosseboom@firstgroup.com	
*Please do not send as a picture - send as a PDF, Google Doc or Excel attachment	
STEP 4	
Price Quote From First Student <small>(First Student will reply within 48 hours from date of request)</small>	
Cost per bus _____	Number of buses _____
First Student Confirmation Signature _____	
Date _____	
Email to above listed School Contact Person	
STEP 5	
School Confirmation Signature <small>By signing below you agree on the price quoted and the above trip details. (Written confirmation via email can also be accepted)</small>	
Rockland School Confirmation Signature _____	
Date _____	
Email Signed Transportation Request to the above email addresses	