

First Student Charter/Field Trip Request 2019-2020

faith.johnson@firstgroup.com

781-878-0163 ext 1



7 Days minimum notice required

STEP 1	
Contact Information	
Date of Request _____	School Contact Person _____
Telephone # _____	Email _____
STEP 2	
Transporation Information	
Day & Date of Trip _____	
School Name _____	Destination Name _____
Destination Address _____	
School Pick Up time _____ (All buses must depart no earlier than 9:00am)	Destination Pick Up Time _____ (All buses must be at the school no later than 1:30pm)
Number of people _____ (Gr K-5 max. 55 per bus)	_____ (Gr 6-12 max. 47 per bus)
<i>**If your trip does not fall between 9:00am - 1:30pm, it will be handled on a trip by trip basis depending on avaiiability**</i>	
STEP 3	
After completing Steps 1 and 2, email First Student Charter/Field Trip Request to: faith.johnson@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 listed School Contact Person	
STEP 5	
WPS Confirmation Signature By signing below you agree on the price quoted and the above trip details. (Written confirmation via email can also be accepted)	
Weymouth School Confirmation Signature _____	
Date _____	
Email Signed Transportation Request to: faith.johnson@firstgroup.com	