

First Student Bus Request Form



Division/Unit: 11906

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Bus Company Information

First Student Weymouth #11906

1421 Bedford Street

Abington, MA 02351

Tel: 781-878-0163 x. 1

Tim Cosseboom, Operations Dispatch

Timothy.cosseboom@firstgroup.com

Quote

Total Wait Time: _____

Live Mileage: _____

Total Price per bus: _____

Number of Buses: _____

CONTACT INFORMATION

Group: _____ (Grade/Club)

Teacher Requesting Field Trip & Email Address: _____

Email Address where invoice should be sent to: _____

(Must be included if PTA or other organization is paying for the buses)

TRIP INFORMATION

Date of Trip: _____ School Pickup Time: _____ Destination Pickup Time: _____

All buses must return by 1:45 PM unless approved otherwise

Number of Passengers: _____ (this includes teachers and parent chaperones)

Pickup Location: _____

Destination: _____

Address: _____

For Airport Trips, Flight Information is required to book. Please include the Airline, Terminal & Flight #

If your trip is going to multiple destinations, please attach an itinerary with times and addresses

PAYMENT

- You will receive an email from **First Student Charter** with your quote – please **“reply all”** to confirm
- Payment is not due at time of booking – an invoice will be sent to you following the trip
- All quotes are the final price – there is no increase in price
- Invoices can be mailed to:
First Student, 1421 Bedford Street, Abington, MA 02351, or
First Student Inc. 22157 Network Place, Chicago, IL 60673

CANCELLATIONS

- If you need to cancel the field trip, please email Tim more than 24 hours in advance
- All Fields trips have \$75.00/bus cancellation fee should the bus arrive to school or cancelled within 1 hour of pickups

Please submit field trip request (as a PDF) to timothy.cosseboom@firstgroup.com and fs-weymouth@firstgroup.com
(Photos will not be accepted)

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