



Dousman Transport Co., Inc.
 WE TRANSPORT THE WORLD'S MOST PRECIOUS CARGO

TRIP REQUEST FORM

WHEN PLANNING AN ALL DAY OR EXTENDED FIELD TRIP, IT IS IMPORTANT TO CHECK WITH THE BUS COMPANY FOR AVAILABILITY OF BUSES BEFORE YOU MAKE RESERVATIONS OR PURCHASE TICKETS.

NAME OF SCHOOL _____

DATE(S) OF TRIP _____ SUN – M – T – W – TH – F – SAT

PERSON(S) IN CHARGE _____ PHONE NUMBER / FAX _____

GRADE LEVEL OR ACTIVITY _____

NUMBER OF STUDENTS _____ NUMBER OF CHAPERONES _____

LOADING POINT _____

DEPARTURE TIME _____ AM / PM RETURN TIME **TO SCHOOL** _____ AM / PM
 (Bus will arrive 5 minutes prior to departure time)

NUMBER OF BUSES _____ **When calculating number of buses, 70 means 3 to a seat.**

DESTINATION 1: _____

DESTINATION 2: _____

DESTINATIONS 1 ADDRESS: _____

DESTINATIONS 2 ADDRESS: _____

ARE MAPS AVAILABLE? 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 \$ _____ PER BUS

 Person Authorizing Trip Request

 Dousman Transport Representative
 262-392-2243 or Fax 262-392-9517