



*Dousman Transport Co., Inc.*  
 WE TRANSPORT THE WORLD'S MOST PRECIOUS CARGO  
 N77 W30902 Hartman Court  
 Hartland, Wisconsin 53029

10/10/2005

Phone: (262) 966-9690 Fax: (262) 966-9693

**TRIP REQUEST FORM**

When planning an all day trip or EXTENDED field trip, it is important to check with the bus contractor for availability of buses.

**IF WEEKEND OR AFTER HOUR TRIP**

**MUST HAVE CONTACT NAME:** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

NAME OF SCHOOL \_\_\_\_\_

DATE OF TRIP \_\_\_\_\_ M-T-W-TH-F-S

PERSON(S) IN CHARGE \_\_\_\_\_

GRADE LEVEL(S) OR SPORT \_\_\_\_\_

NUMBER OF STUDENTS \_\_\_\_\_ NUMBER OF CHAPERONES \_\_\_\_\_

LOADING POINT \_\_\_\_\_

DEPARTURE TIME FROM SCHOOL \_\_\_\_\_ RETURN TIME TO SCHOOL \_\_\_\_\_  
 (bus will arrive 10 minutes prior to departure time (this is the time you will be unloading at school))

NUMBER OF BUSES \_\_\_\_ (When calculating the number of buses 71 means 3 to a seat)

DESTINATION \_\_\_\_\_

DESTINATION ADDRESS \_\_\_\_\_

ARE MAPS AVAILABLE? YES \_\_\_\_\_ NO \_\_\_\_\_

DO YOU REQUIRE A QUOTE? 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 \$ \_\_\_\_\_ PLUS ESTIMATED FUEL COST \$ \_\_\_\_\_

ESTIMATED MILEAGE \_\_\_\_\_ CONFLICTING TRIP CHARGE \$ \_\_\_\_\_  
 LV before 9AM - return after 2PM

<b><u>TOTAL</u></b>
\$
+ fuel
per bus

\_\_\_\_\_  
 Person Authorizing Request

\_\_\_\_\_  
 Dousman Transport  
 966-9690 - Fax: 966-9693

**DTC WEEKEND/AFTER HOUR CONTACTS:**

Magda home: 262-567-6830 cell: 414-614-1071  
 Rob home: 262-392-9817 cell: 262-490-3261

Donna home: 262-495-8580 cell: 414-412-9175  
 Lisa home: 262-567-9282 cell: 262-370-3595