
Charter Bus Request for Bid Form

1. Name of Client and Group (please include name of contact person and phone number):

2. CLIENT ADDRESS (School/Office/Department):

3. DATE(s) of proposed trip:

4. DEPARTURE ADDRESS:

5. DESTINATION ADDRESS:

6. TIMES (please indicate the requested details below):

a. Date & Time requested to leave Departure Address

b. Date & Time requested to arrive at Destination

c. Date & Time requested to leave Destination

d. Date & Time requested to arrive back to Departure Address

7. HOW MANY PEOPLE should the bus accommodate? _____

8. Are any extra seats needed (for laying costumes, uniforms, etc.)? YES _____ NO _____

a. If yes how many extra seats? _____

9. Are all areas where charter bus transportation will be required FULLY ACCESSIBLE to a full size 55 passenger charter bus (for example narrow winding mountainous roads may not be accessible)?

YES _____ NO _____

10. Will LOCAL SERVICE be required once at your Destination? YES _____ NO _____

11. Please provide as much ITINERARY information as possible. (Use separate sheet of paper if needed)

12. Will this trip require an overnight stay at the Destination? YES _____ NO _____

13. Will the Charter Bus Company be responsible to book and pay for drivers lodging?

YES _____ NO _____

14. Does the bus(es) need to be EQUIPPED WITH AN ON BOARD RESTROOM?

YES _____ NO _____

15. Do you have any SPECIAL NEEDS or REQUIREMENTS?

a. Lift equipped coach? YES _____ NO _____

b. Wi-Fi? YES _____ NO _____

c. Trailer? YES _____ NO _____

d. TV? YES _____ NO _____

e. DVD player? YES _____ NO _____