



# Charter/Field Trip Request Form

Please email request to: [transportation@needham.k12.ma.us](mailto:transportation@needham.k12.ma.us)

Today's Date: \_\_\_\_\_

School/Location with Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Cell #: \_\_\_\_\_

Date of Charter/Trip: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Number of Buses/Vans Requested: \_\_\_\_\_

# Of Rider/Students: \_\_\_\_\_ # of Staff \_\_\_\_\_

Any special accommodations needed: \_\_\_\_\_

Destination Name and Address: \_\_\_\_\_

\_\_\_\_\_

\*\*\* If this is a Science Center Trip, Please List "Lesson Plan" \_\_\_\_\_

\_\_\_\_\_

Will Buses/Vans Wait at Destination? \_\_\_\_\_

Return Pick up Time from Destination: \_\_\_\_\_

Please note: THERE IS A FEE FOR ALL CHARTERS UNLESS NOTED IN WRITING

Charge to: \_\_\_\_\_

Athletics \_\_\_\_\_ Student \_\_\_\_\_ Community \_\_\_\_\_ Special Edu \_\_\_\_\_ Other \_\_\_\_\_

Comments: \_\_\_\_\_

We require 72 hours advance notice for Charter Requests.  
There is a 24-hour cancellation policy to avoid charges.  
2 hr. minimum charge per trip.

This Section To Be Completed By Transportation Department

Date Received: \_\_\_\_\_ Estimated Quote: \_\_\_\_\_ confirmation email sent \_\_\_\_\_