



# Integrity Student Transportation Services EXTRACURRICULAR ACTIVITY TRIP BUS REQUEST



The teacher/sponsor of the proposed trip must complete the information below for requests of all local and out-of-town trips requiring school/activity bus. Requests for trips must be submitted to Integrity Student Transportation Services ten (10) school days prior to the trip. Requests for overnight trips must be submitted to Integrity Student Transportation Services thirty (30) school days prior to the trip.

School: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Teacher/Sponsor/Requestor: \_\_\_\_\_ Contact Number(s): \_\_\_\_\_

Activity: _____ <small>(Type of Activity: i.e., Track; Band; Debate Team; ROTC, Etc.)</small>		Destination: _____	
Destination Address: _____ <small>(Street) (City) (State) (Zip)</small>			
Proposed Departure: _____ <small>(Day) (Month) (Date)</small>		Pick Up Point: _____ <small>(i.e., School, Wal-Mart Parking Lot, etc.)</small>	
Proposed Return: _____ <small>(Day) (Month) (Date)</small>		Return Point: _____ <small>(i.e., School, Wal-Mart Parking Lot, etc.)</small>	
Specify Grade(s): Pre-K/Pre-CD: _____ Elementary: _____ Middle: _____ High: _____			
# of Student(s): _____		# of Chaperone(s): _____	# of Wheelchairs: _____

Vehicle Type: School Bus <input type="checkbox"/>	Requested Bus Arrival Time at School: _____ AM <input type="checkbox"/> PM <input type="checkbox"/>
Activity Bus <input type="checkbox"/>	Bus Return Time to School: _____ AM <input type="checkbox"/> PM <input type="checkbox"/>
Other _____	
Bus Operator Requested (Request are based on availability and not guaranteed): _____	

Additional Coordinating Instructions: (i.e., Additional stops; Meals/Box lunches; etc.)

Name, Address, and Phone of Lodging (for overnight trips only).

I Have Read, Understand and Agree to the Terms of Service.

Teacher/Sponsor/Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_  
School Official Date School Official Date

Submit Completed Request Form(s) to [sales@integritytransonline.com](mailto:sales@integritytransonline.com) or Fax to (877) 671-8842

### OFFICE USE ONLY

Charter Order Number(s): \_\_\_\_\_ Bus Operator(s) Assigned: \_\_\_\_\_ Bus(es) Assigned: \_\_\_\_\_

1. **Applicable Policy/Procedure**  
All applicable organization/school/school district transportation regulation, policy and/or procedure is to be followed during the terms of service. If the organization/school/school district transportation regulation, policy and/or procedure imposes more restrictive standards, then the organization/school/school district transportation regulation, policy and/or procedure is to be followed. If the policy and/or procedure of Integrity Student Transportation Services imposes more restrictive standards and/or outlines policy/procedure not defined elsewhere, then Integrity Student Transportation Services policy/procedure is to be followed.
2. **Itinerary**  
An itinerary **MUST** be submitted to Integrity Student Transportation Services in writing one (1) week after submission of the trip request and no later than thirty (30) days prior to departure. Trips booked thirty (30) days or less prior to the departure date will require the itinerary submitted with the trip request. Itinerary must consist of dates, times, and places.
3. **Cancellation**  
Cancellation policy is to be followed as outlined in the Extracurricular Activity Trip Transportation Service Agreement. If operating outside of a current Extracurricular Activity Trip Service Agreement, then the following cancellation policy will apply: If cancellation becomes necessary any time prior to the scheduled departure date, there will be **NO REFUND** of any deposits made. Cancellation made between thirty (30) days and sixteen (16) days prior to the departure date will result in **FORFEITURE** of 75% of all payments received along with the deposit. Cancellation made fifteen (15) days or less prior to the departure date will result in **FORFEITURE** of all payments received along with the deposit. If transportation request/deposit is not signed and received within seven (7) days of the date of this contract and/or payment in full is not received prior to thirty (30) days from departure, we will assume that your plans have changed and the bus(es) will be released. Integrity Student Transportation Services must be informed of any trip changes in writing. Notification of cancellations for non-athletic trips must be received at least twenty-four (24) hours in advance. Notification of cancellations for athletic trips must be received at least an hour before the bus is scheduled to depart our terminal. The school will be billed one-hundred fifty dollars (\$150.00) per bus for "no-shows" on the day of departure, "single-bus" cancellations, and cancellations received outside of cut-off periods. Cancellations due to inclement weather or other unforeseen circumstances (requires approval) may be rescheduled at no additional cost.
4. **Responsibility**  
If the customer requests any change in service that results in an increase in miles or hours to that specific charter, an additional charge may be necessary for that additional service. The customer is responsible for all tolls, parking, ferry, and entrance fees incurred on the trip. Unless otherwise specified, the customer is responsible for providing and paying for each bus operator with a single, non-smoking hotel room. If Integrity Student Transportation Services has to reserve and pay for a room, there will be a daily charge per room, per day.
5. **Bus Operator Hours of Service**  
U.S. Department of Transportation safety regulations prohibit operators to be on duty more than fifteen (15) hours per day, ten (10) of which are for driving (including a fifteen (15) minute pre- and post-trip vehicle inspection). The operator must be given eight (8) consecutive hours off before he/she may resume his/her duties.
6. **Damage to Bus(es)**  
The cost of repairing damage to the bus(es) resulting from the conduct and actions of passengers on that specific charter shall be charged to the customer and is payable as soon as such cost is determined. A three hundred dollar (\$300.00) deposit (per bus) will be required if Integrity Student Transportation Services deems it necessary for the trip you are taking. The deposit will be refunded if the bus(es) is returned undamaged and with no excessive/unusual cleaning.
7. **Liability for Delays**  
Integrity Student Transportation Services will not be liable for delays caused by accidents, breakdowns, road conditions, inclement weather, and other conditions beyond Integrity Student Transportation Services control. If, at Integrity Student Transportation Services discretion, conditions make it inadvisable to operate charter service from point of origin or at any point en route, Integrity Student Transportation Services will not be liable, therefore, or be caused to be held for damage for any reason. Additional costs, such as meals, lodging and transportation, will become the responsibility of the customer.
8. **Equipment**  
Equipment furnished by Integrity Student Transportation Services is thoroughly inspected before being assigned to the charter to insure uninterrupted service. If, for some reason beyond the control of Integrity Student Transportation Services, a mechanical failure makes necessary the replacement of a bus(es) originally assigned to the charter, the replacement bus(es) may be of a different type. Integrity Student Transportation Services also reserve the right to use lease equipment if it is necessary.
9. **Entertainment Equipment**  
Entertainment Equipment such as: AM/FM Radio, PA system, DVD and/or Cassette/CD equipment is installed in select vehicles in the bus fleet. Only non-copyrighted audio and/or videos are permitted to be shown/heard. The group contact/chaperone will be instructed on the proper operations of the entertainment equipment by the bus operator and will be the only person permitted to operate the entertainment equipment for the duration of the charter. Integrity Student Transportation Services is not liable for the working condition of the entertainment equipment, providing the audio/video or for the content shown/heard on the audio/video.
10. **Baggage**  
Personal baggage, musical instruments, athletic equipment and other paraphernalia necessary for the purpose of the trip and limited to the capacity of the bus(es), will be transported in custody of the customer at no additional charge. Integrity Student Transportation Services assumes no responsibility or liability for such luggage or personal items left either inside the bus(es) or underneath the luggage bays. It is the responsibility of the customer to remove all personal items from the bus(es) upon completion of the trip.
11. **Prohibited Items**  
The following items are prohibited without the written consent of Integrity Student Transportation Services:
  - a) Decorations
  - b) Smoking
  - c) Kegs (except secured in the baggage compartment)
  - d) Cleats, golf shoes, ski boots, or other shoes with spikes
  - e) Fuel containers
  - f) Firearms, explosives, and fireworks (federal law)
  - g) Pets (exception: service animals)
12. **Conduct of Passengers**  
Integrity Student Transportation Services reserves the right to refuse to transport persons under the influence of intoxicating liquor, drugs, or who are likely to become objectionable to other persons. Passengers shall not interfere with the operator in the discharge of his/her duty or tamper with any apparatus or appliance on the bus(es).