



# Always On The GO

Ph. (954) 452-3710

## FIELD TRIP REQUEST FORM

COMPLETE INFORMATION & E-MAIL OR FAX A.S.A.P.

**Date of Trip:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **AOTG Confirmation** \_\_\_\_\_ **By:** \_\_\_\_\_

**RATES FROM:** \$90 PER HOUR / 4 HOURS MINIMUM / LESS THAN 50 MILES / \$10 EXTRA PER HOUR EVERY 50 MILES TRAVELLED - NIGHTS, HOLIDAYS & WEEKENDS / 5 HOURS MINIMUM.

**Organization Name (School):** \_\_\_\_\_ **# of Vehicles:** \_\_\_\_\_

# of passengers including chaperons: \_\_\_\_\_

Organization Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone:(\_\_\_\_) \_\_\_\_\_ - Fax #: (\_\_\_\_) \_\_\_\_\_ - Emergency Ph.#:(\_\_\_\_) \_\_\_\_\_ -

E-mail: \_\_\_\_\_

Contact: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### PICK-UP INFORMATION

Location and Address: \_\_\_\_\_

**Pick-up:** Request Vehicle Arrive at: \_\_\_\_\_ (enter time)

**Completion Time:** We will be back at our School / Organization by: \_\_\_\_\_ (enter time)

We will need the vehicle for a total of approximately \_\_\_\_\_ hours.

### **NO EATING OR DRINKING ON THE BUS**

*Notice: A \$20 cleaning fee will be applied should food, candy and/or soda be found in the bus at any time during the trip.*

### DESTINATION INFORMATION

Name of Location: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Directions: \_\_\_\_\_

### ===== DRIVER USE ONLY =====

Driver Name: \_\_\_\_\_ Vehicle #: \_\_\_\_\_

Report Time (at Base) : \_\_\_\_\_ Odometer (at Base): \_\_\_\_\_ miles Depart Time (from Base): \_\_\_\_\_

(1) Arrive Time at P/U: \_\_\_\_\_ (3) Odometer Start: \_\_\_\_\_ miles Boarding Time at P/U: \_\_\_\_\_

(2) Return Time at P/U: \_\_\_\_\_ (4) Odometer Finish: \_\_\_\_\_ miles

Perform walk-down of bus (prior to obtaining customer signature below): Cleaning fee applicable? ( Y / N )

Finish Time (at Base): \_\_\_\_\_ Odometer (at Base): \_\_\_\_\_ miles Refueling needed ?( Y / N )

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Trip Completion Time & Mileage: \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature: \_\_\_\_\_

(Organization Representative)