

Letter of Agreement for Motor Coach Services

For this form to be regarded as a formal letter of agreement between the school or district and the motor coach company, it must be completed and signed by a school or district representative and then signed by a representative of the motor coach company and a copy returned to the school or district.

Motor Coach Company

Name of company: _____

Name of company's representative: _____

Phone Number: _____ - _____ - _____ Fax number: _____ - _____ - _____

E-mail address: _____

Mailing address: _____
Street address city state zip

Information to provide the motor coach company:

Name of school or school group sponsoring the trip: _____

Trip departure date: _____ Time: _____:_____ A.M. P.M.

Pick-up location: _____

Trip itinerary – describe in detail where the bus(es) must transport students:

Trip return date: _____ Time: _____:_____ A.M. P.M.

Drop-off location: _____

Total number of passengers going on trip (students, teachers, chaperons, etc.): _____

If any unusual equipment/luggage (e.g., band equipment) is to be transported, specify what type and how much:

List any special requirements for the bus(es) (e.g., handicapped accessible, large equipment storage):

Confirm with Motor Coach Company

- Name of emergency contact person: _____
- All-hours phone number: _____ - _____ - _____
- Number of drivers required: _____ Total trip mileage: _____
- If two or more drivers are required, how and when should the school expect the drivers to rotate driving duties?

- Specify seating capacity and special requirements for each bus required:

	SEATING CAPACITY	SPECIAL REQUIREMENTS	IDENTIFICATION NUMBER
Bus 1			
Bus 2			
Bus 3			
Bus 4			

If possible, obtain the identification numbers of the buses to be used.

Identify Trip Costs and Payment Method

- What is the motor coach company's fee for transportation services and how is it computed?
 - daily rate per bus: \$ _____ **OR** mileage fee: \$ _____ per mile
 - Other fees: \$ _____

The district may be responsible for other charges. Itemize such charges in detail if necessary:

- Total charges for all transportation services: \$ _____ (Include total fee for all buses ordered.)
- Who will pay for the services (i.e., who should be invoiced if not the school or district representative who made these arrangements)?

- What will the method of payment be?
 - full payment 7 days before trip **OR** full payment 30 days before trip
- How can payment be made:
 - cash check credit card (card accepted: _____)
- Contact person for billing questions if different from the motor coach company listed above:
 - Name of billing company: _____
 - Name of billing company's representative: _____
 - Phone number: _____ - _____ - _____ Fax Number: _____ - _____ - _____
 - E-mail address: _____
 - Mailing address: _____

Street address City State Zip

Confirmation by School or District of Arrangements for Services

To be completed by the school or district representative who made the arrangements:

Date arrangements with motor coach carrier were finalized: _____

Your name: _____
(type or print)

Your school/district position: _____
(type or print)

Your signature: _____ Date signed: _____

A copy of this completed form (pages 1-3) must be mailed or faxed to the contracted company for confirmation of agreement.

Confirmation by Motor Coach Company of Agreement for Services

To be completed by a representative of the motor coach company:

Name of company representative;

(type or print)

Position:

(type or print)

Signature: _____ Date signed: _____

A copy of this signed document (pages 1-3) must be mailed or faxed back to the school or district at the following address:

Contact Person's Name: _____

School or District Name: _____

Street Address: _____

City, State, Zip: _____

Fax Number: _____ - _____ - _____