



Davenport Schools

Trip Request Forms

Email to j.claeys@alltownbus.com

Request Date:	Contact Name:
Trip Date:	Contact Phone:
School: Number of Passengers: Group/Sport: Pick up Location: Trip Destination: Bus Arrival Time at Pickup: Bus Departure from Pickup: Departure from Trip Site: REQUIRED Account number to charge:	Special Instructions Include required equipment (Wheelchair lift, Harnesses, Seatbelts) Any Special Directions (Plans for lunch, loading sports equipment, etc.)

Two Hour minimum charge for all trips. Trip time billed 45 minutes prior to pickup and 15 minutes following return. Charter Request must be submitted 14 days prior to trip date. Please amend all changes in a timely fashion after submission.