



# Field Trip Transportation Fax Request Form

School \_\_\_\_\_ Contact Date \_\_\_\_\_

Requestor \_\_\_\_\_ Club or Group \_\_\_\_\_

PO Number \_\_\_\_\_ Bill to \_\_\_\_\_

Send Field Trip Information to:

Field Trip Coordinator Harrisonburg Transit Phone: 432-0492 Fax: 432-0495

Trip Date \_\_\_\_\_ Destination \_\_\_\_\_

Pickup Time \_\_\_\_\_ at the school Return Time \_\_\_\_\_ at the school

Buses cannot be scheduled until at least 9:00am & must be returned and unloaded no later than 1:45pm  
Pre-schoolers must be returned and unloaded no later than 12:45pm.

Number of Buses \_\_\_\_\_ Number of Students \_\_\_\_\_ Number of Adults \_\_\_\_\_

Special Stops and Scheduling Information \_\_\_\_\_

\_\_\_\_\_

[ ] Price Quote \_\_\_\_\_ If a price quote is needed, check the box.  
It will be inserted on the form and faxed back to the requestor. Quotes are not given  
over the phone.

\_\_\_\_\_  
Transportation Department

\_\_\_\_\_  
School Official

All trips need to be faxed at least 1 week in advance for scheduling purposes. Trips and Buses are not  
scheduled or reserved until we receive the request form signed by a school official.

\*\*We reserve the right to refuse service and/or charge a higher rate for trips not faxed in at least  
1 week in advance of the trip date. Prices will be adjusted accordingly for quoted trips whose  
schedule has changed.