



Charter/Field Trip Request Form

Please email request to: transportation@needham.k12.ma.us

Today's Date: _____

School/Location with Address: _____

Contact Name: _____

Contact Cell #: _____

Date of Charter/Trip: _____

Departure Time: _____

Number of Buses/Vans Requested: _____

Of Rider/Students: _____ # of Staff _____

Any special accommodations needed: _____

Destination Name and Address: _____

*** If this is a Science Center Trip, Please List "Lesson Plan" _____

Will Buses/Vans Wait at Destination? _____

Return Pick up Time from Destination: _____

Please note: THERE IS A FEE FOR ALL CHARTERS UNLESS NOTED IN WRITING

Charge to: _____

Athletics _____ Student _____ Community _____ Special Edu _____ Other _____

Comments: _____

We require 72 hours advance notice for Charter Requests.
There is a 24-hour cancellation policy to avoid charges.
2 hr. minimum charge per trip.

This Section To Be Completed By Transportation Department

Date Received: _____ Estimated Quote: _____ confirmation email sent _____