For best service, be sure to complete and forward this trip request as soon as the trip details are known. Unless otherwise requested, buses may be scheduled to transport more than one group simultaneously or sequentially.

FAX TO: [ ] FIRST STUDENT BUS COMPANY (Fax: 952-470-9684) (Office: 952-470-5366)

FROM: ___________________________ ___________________________

School/Department Group Manager

__________________________

Type of Activity Phone Number

RE: Please provide the following transportation for our group:

<table>
<thead>
<tr>
<th>Date of Request</th>
<th>Number of Buses Requested</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Trip Date</th>
<th>Total Adult Riders</th>
<th>Total Student Riders</th>
<th># Wheelchairs</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Boarding Location</th>
<th>Pick Up Time</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Destination</th>
<th>Arrival Time</th>
</tr>
</thead>
</table>

Address

<table>
<thead>
<tr>
<th>Reboarding Location</th>
<th>Pick Up Time</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Return Location</th>
<th>Return Time</th>
</tr>
</thead>
</table>

Comments:

Instructions to Bus Contractor: If able to provide the requested service, sign this form, make a copy for your records, and send the copy with your original signature to the requestor. When the service has been provided send the invoice for payment to the requestor.

Send invoice to: ___________________________ ___________________________

Signature of Requestor Confirmed - Bus Contractor

Authorization for Payment: 

| Account Number | $ | 

| Approval Signature | Account Number | $ |

Total Estimated Invoice $ ____

Request will not be processed without an account number and an approval signature

ALWAYS CALL AND CONFIRM YOUR BUS AT LEAST 24 HOURS IN ADVANCE

Charter and Field Trip Guidelines must be followed for all Extra-Curricular Requests
(Guidelines are available on Minnetonka Public School District Website and from Bus Driver)

A coach/teacher/chaperone must be present on each bus whenever there are students on board

SPECIAL INSTRUCTIONS

If Yes, explain in Comments field

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Bus stays with group

Bus Drops & Returns* 

Need equipment space

Call Group Manager

Need Bus Para for Wheelchair* 

*Extra Charge

Estimating Capacity

25 Seats per Bus/77 Max. Passengers

K-5th up to 3 per seat

6th-12th - 2 per seat (max. 50)

Adults - 2 per seat (max. 50)

Wheelchair - Up to 4 per bus - Capacity of 41 passengers K-5th; 25 passengers 6th-Adult
EXTRA-CURRICULAR BUS SERVICE REQUEST
2018-2019 ESTIMATION OF EXTRA-CURRICULAR TRANSPORTATION EXPENSE

Mileage & Hours charges begin with pick-up time at school and accumulate to actual arrival time at return location
Allow one week for processing of requests, requests of less than three days will make best effort to accommodate
48 Hour cancellation required to avoid minimum 2 hour cancellation fee
ALWAYS CALL AND CONFIRM YOUR BUS AT LEAST 24 HOURS IN ADVANCE

FIRST STUDENT BUS COMPANY (952-470-5366) (Fax: 952-470-9684)
Small buses (9 pass to 24 pass)
Large buses (71-77 passenger)

Field Trip Rate/Co-Curricular Trip Rate
2.00 hr/under 40 miles $104.15
2.50 hr/under 40 miles $124.90
3.00 hr/under 40 miles $145.64
3.50 hr/under 40 miles $166.39
4.00 hr/under 40 miles $187.13

Additional Charges
Over 40 miles add $1.76 per mile
Over 4.00 hours, please call First Student, Inc. or the Transportation Office $7.13 Based on availability, must give 2 week notice, no
Wheelchair Lift (up to 4 per bus) para provided
Para (from First Student) $23.77 per hour
Trailer (each) $80.80
Bus Parking Fee (average-will charge actual) Actual Charge
Overnight Charge (Per Bus) $125.00
Cancellation (Point of Origin-no notice) $60.00
Cancellation (l <= 48 hours) $40.00

Estimating Capacity
25 Seats per Bus/77 Max. Passengers
K-5th Grade up to 3 per seat
6th-12th - 2 per seat
Adults - 2 per seat
Wheelchair - Up to 4 per bus / capacity up to 41 passengers K-5;
25 passengers 6-12th grades

Revised 7/25/2018