

Bus Request Form

This form must be completed and attached to any requisition requesting a bus for Athletic or Extra-Curricular Activities. Requisitions received without this form will be returned to the originator.

Type of Request		Campus: _____	
New Request <input type="checkbox"/>	Modification to Existing Trip <input type="checkbox"/>	Original Trip PO # _____	
Bus Requested			
District Yellow <input type="checkbox"/>	District White <input type="checkbox"/>	First Student Yellow <input type="checkbox"/>	Vendor Charter <input type="checkbox"/>
Trip Details		Undercarriage Needed?	
Date of Trip _____	Departure Time _____	Return Time (the time you need to be picked up at the event) _____	
Destination _____	Does the Driver Need to Stay With the Group: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Number of Passengers: _____	Number of Wheelchair Passengers: _____		
Has your Principal approved the chaperones that will be riding on the bus		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Requestors Name: _____		Requestors Cell Phone Number: _____	
Estimated Price of Trip (you must attach a quote):		\$ _____	

AVAILABILITY

First Student:

M – F 8:30 a.m. – 1:30 p.m. and after 4:00 p.m.
 Sat – Sun Anytime
 (Availability is on a first-come, first-served basis)
 First Student can do any trip within the State. No in-state or overnight, or out of state trips are available.

 First Student buses are 56 passenger capacity (2 passengers per seat).

To get a quote: 602-484-7646

District Buses:

M – F 9:00 a.m. – 1:00 p.m. and after 4:30 p.m.
 Sat – Sun Anytime
 (Availability is on a first-come, first-served basis)
 Winter Recess and Spring Break trips are available (with 5 days Advance notice)
 District can do any trip within the State with sufficient advanced notices. **NO OUT OF STATE TRIPS and NO TRIPS WHERE THE DRIVER MUST STAY OVERNIGHT!!**

 The District currently has two white trip buses that seat 50 passengers and has undercarriage storage. These buses must adhere to the same time schedule shown above. Additional bus fleet includes two 48 passenger buses and numerous 28 – 36 passenger buses with space for wheelchairs or cargo.

To get a quote: 602-764-1628

Charter Buses:

Monday – Sunday Depending on availability of buses by Charter Company (Availability is on a first-come, first-served basis)
 Charter buses are 47 or 56 passenger capacity. Please refer to the current Charter Bus Memo for vendor contact information and trip limitations

To get a quote:

Company	Telephone	Company	Telephone
All Aboard America	480-222-6940	American Explorer	480-558-0606
American Transporter	480-924-5272	Arrow Stage Lines	480-874-6753
Arizona Corporate Coach	602-639-9317	Jet Limousine & Transp.	480-423-5466
Tour West America	480-237-8888	Via Adventures	480-966-4940

NOTE: Requisitions for buses must be in the Purchasing Division at least 4 days prior to the trip departure so that the buses may be ordered and/or confirmed.

Please ensure that your requisition is entered into iVisions timely enough to route through all approvals in order to meet this deadline.