

## MILPITAS UNIFIED SCHOOL DISTRICT

OP-40 rev. July 2011

**APPLICATION FOR FIELD TRIP APPROVAL****(Submit to Purchasing/Contracts Office at least 4 weeks before the field trip)**

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL MHS DATE REQUEST SUBMITTED Dec 9, 2016

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST Irene Hentschke

DATE OF FIELD TRIP Tue Jan 31, 2017 DATE OF RETURN same

TIME OF DEPARTURE 8 am PERIODS (Circle appropriate area(s): 1 2 3 4 5 6 7 All Day 7)

DESTINATION (include address) Art Galleries on Geary St & Art Academy in SF

DISTANCE FROM SCHOOL SITE (one way) 50 miles

TOTAL NUMBER OF PARTICIPANTS 40 NUMBER OF STUDENTS 37 NUMBER OF ADULTS 2-3

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION \_\_\_\_\_

MODE OF TRANSPORTATION (check one): Chartered Bus ☐ Private Vehicles ☐ Public Bus ☒ Walking ☐

IF USING A CHARTERED BUS, IDENTIFY COMPANY N/A

BUS INSURANCE VERIFIED BY BUSINESS SERVICES ☒ (initial)

IF PRIVATE VEHICLES, IDENTIFY DRIVERS \_\_\_\_\_

All drivers must complete OP-81 with required documents (see pg 2 of field trip process for requirements).

It is the responsibility of the site administrator to make sure car insurance is current, otherwise, driver will not be allowed to drive.

Check box and initial after verification: ☐ (Principal's initial) ☐ (Business Services initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum) Enrichment to see Art in SF galleries and see SF Art Academy Campus in the same neighborhood

COST ANALYSIS: Transportation Cost: \$ \_\_\_\_\_ Other Fees: \$ \_\_\_\_\_ Total Cost: \$ 100-sub

**HOW WILL THIS BE PAID?**

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
	010	0000	0	4303	00	1110	1000	010526	041	0000

REQUISITION # \_\_\_\_\_ (attached) or other explanation of how fees will be paid: Students (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: Irene Hentschke

PRINCIPAL'S SIGNATURE: \_\_\_\_\_ ( ) Approved ( ) Not approved

**Only use this section if needed:**

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at the District at least four (4) weeks before the trip. Date sent to Purchasing/Contracts \_\_\_\_\_

Assistant Superintendent, Business Services signature (or designee): \_\_\_\_\_

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

( ) Board Approved ( ) Approval Denied Superintendent Signature (or designee) \_\_\_\_\_

JT/12-09

MILPITAS UNIFIED SCHOOL DISTRICT

OP-40

APPLICATION FOR FIELD TRIP APPROVAL

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip  
(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Weller DATE REQUEST SUBMITTED: 12/2/16  
PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Kindergarten classes Van Tersch  
DATE OF FIELD TRIP: TUES, Feb. 7, 2017 DATE OF RETURN: TUES, Feb. 7, 2017  
TIME OF DEPARTURE: 8:30 am PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 4:30 pm  
DESTINATION (include address): Monterey Bay Aquarium 886 Cannery Row, Monterey, CA 93940  
DISTANCE FROM SCHOOL SITE (one way): 80.6 miles  
TOTAL NUMBER OF PARTICIPANTS: 68 NUMBER OF STUDENTS: 48 NUMBER OF ADULTS: 20  
IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: N/A

MODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐  
IF USING A CHARTERED BUS, IDENTIFY COMPANY: FUSD  
BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ JT (initial) INS EXP 6/30/17  
IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: N/A

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).  
It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.  
Check box and initial after verification: ☐ (Principal's initial) ☐ (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): Students will observe and learn about the Ecosystem of the ocean for our SEAL unit. Students will create a project on Ecosystem for Gallery Walk.

COST ANALYSIS: Transportation Cost: \$ 1,216.00 Other Fees: \$ 0 Total Cost: \$ 1,216.00

HOW WILL THIS BE PAID?  
CHARGE TO ACCOUNT: 

FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
010	0000	0	8699	00	0000	0000	027002	011	0000

  
REQUISITION # 720310 (attached) 5807 or other explanation of how fees will be paid: \_\_\_\_\_ (i.e. ASB, PTA, students)  
REQUESTOR'S SIGNATURE: Susan Von Tersch  
PRINCIPAL'S SIGNATURE: Alicia J. Padilla (X) Approved ( ) Not approved

Only use this section if needed:  
★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts \_\_\_\_\_  
Assistant Superintendent, Business Services signature (or designee): \_\_\_\_\_  
★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.  
( ) Board Approved ( ) Board Denied Superintendent Signature (or designee) \_\_\_\_\_

# FREMONT UNIFIED SCHOOL DISTRICT

## Transportation Department

43770 South Grimmer Blvd., Fremont, CA 94538

(510) 657-1450

FUSD

Weller Elementary to Monterey Bay Aquarium

DEPART: Tuesday, 02/07/2017 at 8:45AM / RETURN: Tuesday, 02/07/2017 at 4:30PM

## TRIP INFORMATION

Data Entry Date	TRIP #	Trip Status	Trip Customer Information						
12/09/2016	11721	Confirmed	Code	2299 Weller Elementary					
Monterey Bay Aquarium			Agency:	FUSD					
886 Cannery Row			Dept:	None					
Monterey, CA 93940			345 Boulder Street						
			Milpitas, CA 95035						
Received:	12/09/2016	11:38 AM	Phone:		Ext:		Fax:		
Booked:	12/09/2016	Arr Sch Time:	Contact:				E-Mail:		
Depart:	02/07/2017	Lv School:	Acct #:	SEND BILL			PO #:		
Return:	02/07/2017	Event Time:							
Overnight:	<input type="checkbox"/>	Dep Dest:	2:30PM						
Drop/Return:	<input type="checkbox"/>	Rtn Sch:	4:30PM						
Out of Area:	<input type="checkbox"/>	Take-1 Way	<input type="checkbox"/>						
Food:	<input type="checkbox"/>	Return-1 Way	<input type="checkbox"/>						
Trip Type:	Community Trip		Grade:	K			Estimated Costs		
Leader:	Susan Tersch								
Student #:	48	Adult #:	20	W/C:	0				
		Pre-Sch #:	0						
Bus #:	1	Other Veh #:	0	Purpose					
			Per Veh. Est:	\$1,216.00		Total Estimated Cost:	\$1,216.00		

### Customer Special Instructions

FUSD; STAY

### Trip Special Instructions

### Trip Comments

### Miscellaneous Expenses

#### TRIP EXPENSE DESCRIPTION

#### \$ EXPENSE

1:		\$0.00
2:		\$0.00
3:		\$0.00
4:		\$0.00
5:		\$0.00

TOTAL MISCELLANEOUS EXPENSES: \$0.00

CONFIRMED (TRANSPORTATION):

*Malika*

DATE:

12-9-16



AFTER HOURS PHONE NUMBER FOR FIELD TRIPS: District On-Call 510-377-3389 / Emer. M

Printed by the TransTraks System On: 12/09/2016 11:43:14 AM

Page 1 of 1

# REQUEST FOR BUS TRANSPORTATION

(510) 657-1450 ext. 13110

Fax: (510) 657-1589

Email: dispatch@fremont.k12.ca.us

Date Submitted

12/6/16

## HOW TO REQUEST TRANSPORTATION

- Submit only one form per trip.
- Before requesting a bus, please review the "Field Trip and Transportation Information" sheet on our web page.
- Each field (1-17) must be completed before transportation can proceed with your request.
- Be specific with your answers, as this is how your transportation will be booked. (Coach buses must be requested, etc.)
- Return the completed "Request for Bus Transportation" form to transportation via fax, email, or district mail.
- If your date is available, Transportation will send a "Trip Confirmation" to your school site. All charges for the trip will then apply. If the date is not available you will be notified.
- If you do not receive your "Trip Confirmation" within 5 working days please contact Malika Smith at local ext # 13110.

## TRIP INFORMATION

1. Trip Date: TUESDAY FEB 7<sup>th</sup> 2017 Day of the Week: TUESDAY  
List up to 5 alternative dates: \_\_\_\_\_

2. Destination Name: MONTEREY BAY AQUARIUM  
Address: 886 Cannery Road, Monterey CA 93940

3. Starting Location (school, site, etc.): Weller 345 Boulder St, Milpitas CA 95035

4. Take Time: 8:30 am 5. Return Time: 2:30 pm 6. BTS: 4:30 pm  
(Bus arrives at the location to start trip.) (Bus leaves destination) (Bus returns to starting location.)

7. Number of students: 48 8. Number of Adults: 20 9. Total Ridership: 68

10. Number of buses needed: 1  
Max capacity: Grades 1-4 (71 passengers) Grades 5-12 (52 passengers)

11. Wheel Chair: Y/N (Circle One) Number of wheel chair passengers: 0 Number of Aides: 0  
Student Names: \_\_\_\_\_

12. Special Instructions: N/A

13. Daytime Telephone: 408 635-2876 14. Cell Phone Number: \* 408-813-9792

\*An active cell phone must be carried with the group on the actual trip date. The Transportation Department must be able to reach you.

15. Ordered by: \* Susan A. Von Tersch Grade: K  
(Teacher's Name Please Print Legibly)

\*Signature is confirmation that you have reviewed the "Field Trip and Transportation Information" posted on our website.

16. Budget Code Trip to be charged: \_\_\_\_\_

17. Principal's Signature Melicia J. Padilla

Open  
P.O.

## Purchase Order

No. PO 720310

MERCHANDISE MUST SHOW THIS  
NUMBER ON INVOICES, PACKAGES  
AND CORRESPONDENCE.

## Milpitas Unified School District

1331 E. Calaveras Blvd., Milpitas, CA 95035

P.O. Inquiries: 408/635-2600 x6019 Accts. Payable: 408/635-2600 x6015

SHIP TO:

JOSEPH WELLER ELEM. SCHOOL  
345 BOULDER STREET  
MILPITAS, CA 95035  
TEL: 408-635-2876

JOR: 003333

Phone: (510) 657-1450

Fax: (510) 657-1589

TO: FREMONT UNIFIED SCHOOL DIST.

4210 TECHNOLOGY DRIVE

FREMONT CA 94538

RECEIVING TELEPHONE NO.: 408/635-2894 x6515

HOURS OF DELIVERY: 8:00 a.m. - 2:30 p.m.

ORDER DATE  
07/07/2016SUBMITTED BY  
R. KUSUNOKI

SITE NAME

REQ. NO.  
191274

PLEASE ENTER OUR ORDER FOR THE FOLLOWING Delivery Date:

ITEM NO.	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE	STORES NO.
01	1	EA	OPEN P.O. - BUS TRANSPORTATION FOR FIELD TRIPS FOR JOSEPH WELLER ELEM. SCHOOL FOR THE 2016-17 FY THROUGH 06-30-2017.  AUTHORIZED SIGNERS: RAQUEL KUSUNOKI, PRINC. LIZ MEDINA, SECR., JOSEPH WELLER ELEM. SCH.  FOR D.O. USE ONLY: FAX TO 510.657.1589	6,000.00	6,000.00	000000
				Sub Total	6,000.00	
				Tax	0.00	
				Shipping & Handling	0.00	
				PO Total	6,000.00	
<div>RECEIVED</div> <div>JUL 28 REC'D</div> <div>Name: _____</div> <div>Initial: _____</div>						

CAL-OSHA Material Safety Sheets (from OSHA-20) must be supplied on materials listed by  
CAL-OSHA as hazardous substances. Equipment supplied by vendor shall conform to all  
CAL-OSHA requirements.

## - VENDOR INSTRUCTIONS -

1. Mark packages and invoices with above purchase order number.
2. Invoice in triplicate to the school district at best discount terms.
3. Sales or use tax must be shown separately.
4. Note: District will not honor commitments made without a purchase order.
5. Ship prepaid. Enclose shipping list in all packages.
6. IMPORTANT - NO PRICE INCREASES OR CHANGES WILL BE EFFECTIVE WITHOUT APPROVAL BY THE PURCHASING DEPARTMENT.
7. Payment will be processed when order is completed.

010-0000-0-5807-00-1110-1000-027002-011-0000 6,000.00

By

AUTHORIZED SIGNATURE

DEPARTMENT/SITE COPY

MILPITAS UNIFIED SCHOOL DISTRICT  
**APPLICATION FOR FIELD TRIP APPROVAL**  
Submit to Purchasing/Contracts Office at least 4 weeks before the field trip  
(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Milpitas High School DATE REQUEST SUBMITTED: 12-13-16  
PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Atkinson - Digital Business Academy  
DATE OF FIELD TRIP: Feb 9, 2016 DATE OF RETURN: Feb 9, 2016  
TIME OF DEPARTURE: 7 AM PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 3 PM  
DESTINATION (include address): CSU Monterey, 5108 Fourth Avenue Marina CA  
DISTANCE FROM SCHOOL SITE (one way): 73.7 miles (map attached)  
TOTAL NUMBER OF PARTICIPANTS: 57 NUMBER OF STUDENTS: 55 NUMBER OF ADULTS: 2  
IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: N/A

MODE OF TRANSPORTATION (check one): Chartered Bus ☒ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐  
IF USING A CHARTERED BUS, IDENTIFY COMPANY: San Jose Charter (See Attached)  
BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☒ IT (initial) Ins Exp 06/16/17  
IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: N/A  
All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).  
It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.  
Check box and initial after verification: ☐ (Principal's initial) ☐ (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum):  
College tour for CTE students - CSU Monterey

COST ANALYSIS: Transportation Cost: \$ 1045 Other Fees: \$ — Total Cost: \$ 1045

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT: 5807

FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
060	3550	0	<del>3600</del>	00	3800	1000	3550-00	041	0000

REQUISITION # 192901 (attached) or other explanation of how fees will be paid: CTE funds (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: [Signature]

PRINCIPAL'S SIGNATURE: [Signature] (x) Approved ( ) Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts \_\_\_\_\_

Assistant Superintendent, Business Services signature (or designee): \_\_\_\_\_

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

( ) Board Approved ( ) Board Denied Superintendent Signature (or designee) \_\_\_\_\_

## 1285 Escuela Parkway

Milpitas, CA 95035

### Get on I-680 S

- 3 min (1.1 mi)
- ↑ 1. Head southeast on Escuela Pkwy toward Russell Ln
  - ↩ 2. Use the left 2 lanes to turn left onto Jacklin Rd
  - ↗ 3. Turn right onto the Interstate 680 S ramp to San Jose
- 0.3 mi
- 0.4 mi
- 0.3 mi

### Take US-101 S to CA-156 W in Prunedale. Take exit 336 from US-101 S

- 51 min (57.0 mi)
- ↗ 4. Merge onto I-680 S
  - ↘ 5. Use the right 3 lanes to merge onto US-101 S toward Los Angeles
  - ↘ 6. Take exit 336 toward Monterey/Peninsula
  - ↗ 7. Merge onto CA-156 W
- 7.7 mi
- 48.8 mi
- 0.4 mi

7 min (6.1 mi)

### Follow CA-1 S to Lightfighter Dr in Seaside. Take exit 406 from CA-1 S

- 8 min (8.5 mi)
- ↗ 8. Merge onto CA-1 S
  - ↘ 9. Take exit 406 for Lightfighter Dr
- 7.9 mi
- 0.6 mi

### Follow Lightfighter Dr and General Jim Moore Blvd to Inter-Garrison Rd in Marina

- 3 min (1.0 mi)
- ↑ 10. Continue onto Lightfighter Dr
  - ↑ 11. Continue straight to stay on Lightfighter Dr
  - ↩ 12. Turn left onto General Jim Moore Blvd
  - ↘ 13. Turn right onto Inter-Garrison Rd
- 0.2 mi
- 0.3 mi
- 0.5 mi
- [Destination will be on the right](#)
- 272 ft

## California State University, Monterey Bay

Alumni & Visitors Center, 5108 Fourth Avenue, Marina, CA 93933

# SHADED AREAS FOR DISTRICT OFFICE USE ONLY

**MILPITAS UNIFIED SCHOOL DISTRICT**  
 Milpitas, California 95035

JT11-5

**PURCHASE REQUISITION**  
 THIS IS NOT A PURCHASE ORDER

**192901**

VENDOR'S NAME: San Jose Charter

STREET ADDRESS: 2920 Daylight Way

CITY, STATE & ZIP CODE: San Jose CA 95111

PURCHASE ORDER NUMBER \_\_\_\_\_

DATE: 12-13-16

REQUISITION NUMBER **192901**

CONFIRMING ORDER (circle one only) 0 - 1 - 2 - 3

SITE/CCTR#/DESCRIPTION MHS/35500/5807

VENDOR NUMBER \_\_\_\_\_

FISCAL YEAR 16-17

FAX NO.

408 360 9883  
 TELEPHONE NO.

408 360 0790  
 FAX NO.

**P.O. HANDLING**

☒ FAX ☐ MAIL TO VENDOR

☐ DO NOT MAIL TO VENDOR

☐ RETURN VENDOR COPY

TO 408 360 0790

**SPECIAL INSTRUCTIONS**

Acad 50 PAY Offer to Charter  
 (done)

ACCOUNT CODES									
FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
1	06	3550	D	5807	20	3800	1000	3550-00	041
2									0000
3									0000
4									0000
5									0000

DESCRIPTION, CATALOG NUMBER (IE: MODEL, COLOR, SIZE, ETC.)

Bus for CTE students College Tour on 2/9/17  
 (see attached)

RECEIVED  
 MILPITAS USD

JAN 4 2017

EDUCATIONAL SERVICES

Complete if Categorical Funds Charged

JUSTIFICATION:

CTE Students College Tour

Page: 9 Date: 12-13-16 Initial al

Activity: College Tour

APPROVALS:

[Signature]

ORIGINAL DEPT. HEAD

SPEC. ED / CATEGORICAL DIRECTOR

DIRECTOR OF BUDGET AND FISCAL SERVICES

SAN JOSE CHARTERS  
INC. 2920 Daylight Way  
San Jose CA 95111  
Bus: (408) 360-9883  
Fax: (408) 360-0790  
TCP 016831-A



Sales Person: Sara Magana

## OFFER TO CHARTER

Reservation ID: 163187

Company: Milpitas High School  
CompanyAddress: 1285 Escuela Pkwy  
Company City: Milpitas, CA 95035-  
Contact Name: Mitch Yanoska  
Business Phone: 408-529-1747  
Fax Number:

No Buses: 1  
No Pax: 56

E-mail: myanoska@musd.org

### Departure Information

Trip Date: 2/9/2017  
Depart Time: 8:00  
Address: Milpitas HS-1285 Escuela Parkway  
City/Zip: Milpitas CA 95033  
Host:  
Group Name:

### Destination Information

Address: CSU Monterey College 100 Campus Center,  
City/Zip: Seaside CA 93955  
Return Date: 2/9/2017  
Return Time: 12:45  
Drop-Off Date: 2/9/2017  
Drop-Off Time: 15:00

### ITINERARY

Item	Qty	Price	Subtotal
56 psgr	1	\$1,009.38	\$1,009.38
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
	0	\$0.00	\$0.00
Driver Tip	1	\$35.00	\$35.00
Discount:		0.00%	\$1,009.38
Bridge/Tolls:			\$0.00
Parking Fees:			\$0.00
Fuel Surcharge:			\$0.00
TOTAL:			\$1,044.38

Deposit Amount:	\$250.00
Deposit Date:	1/11/2017
Balance Due:	\$794.38
Balance Due Date:	1/26/2017

We must receive signed offer within 5 business days of issuance to reserve your date and rate. Please make checks payable to SAN JOSE CHARTERS, INC. and include your RESERVATION ID to ensure accurate processing.

I agree that the information described above is correct. I confirm that I would like to make a booking and accept the price, payment, terms and conditions detailed in this offer.

Client's Signature

Date

12/5/16

SAN JOSE CHARTERS  
INC. 2920 Daylight Way  
San Jose CA 95111  
Bus: (408) 360-9883  
Fax: (408) 360-0790  
TCP 016831-A



Sales Person: Sara Magana

## OFFER TO CHARTER

Reservation ID: 163187

### TERMS AND CONDITIONS

We must receive signed offer within 5 business days of issuance to reserve date and rate.

ITINERARY- The full itinerary must be provided prior to the service. Charter cost is based on information provided by client. Changes in time, routing, mileage or itinerary may increase the price of this service. Client agrees to pay additional charges that were unknown at time of booking. Any last minute request/changes to the itinerary must be APPROVED by charter company to ensure that CHARTER company has availability and that the trip can be operated with the laws set forth by US Department of Transportation with regards to driver hours of service.

DEPOSIT/PAYMENTS- Deposit Amount must be received by Deposit Due Date or trip will be canceled. Balance due amount must be received by Balance Due Date or trip will be canceled.

FUEL- Price will be subject to fuel surcharge and will be assessed on the date the service occurs if applicable.

CANCELLATION POLICY- If the service is canceled within 30 days to the service date, the deposit will be non-refundable. If the service is canceled within 7 days to the service date, the charge will be 50% of trip cost. If the service is canceled within 3 days to the service date or no show on the day, the charge will be 100% [full amount].

DRIVER LODGING- Client is responsible for booking and paying for the driver's lodgings [per night] at a hotel that permits bus parking on any overnight charter or on a one day charter exceeding the driver's drive time/miles. If driver's hotel is different from group's hotel, driver's hotel will need to be within a 10 mile radius of groups hotel or additional fee may be incurred. One room per driver must be provided.

DRIVER SERVICE HOURS- Based on US Department of Transportation the following laws must be followed: Driver cannot drive more than 10 hours in a 24 hour period. Driver must have at least 8 hours off before their next shift can begin.

MISC- \$150 cleaning fee will automatically apply if there are any incidents occurred on the coach such as excessive garbage, vomit, spills or stains on the floor or upholstery.

Client is responsible for any additional fees such as parking, tolls, and entry fees if applicable.

Client's Initials

### TRANSMISSION VERIFICATION REPORT

TIME : 12/15/2016 13:12  
NAME :  
FAX :  
TEL :  
SER.# : U63274M3J581286

DATE, TIME  
FAX NO./NAME  
DURATION  
PAGE(S)  
RESULT  
MODE

12/15 13:11  
14083600790  
00:00:57  
02  
OK  
STANDARD