

EXHIBIT ONE

REQUEST FOR BID

COMPLETED BY SCHOOL

Destination: _____ Dates: _____

School Name: _____ Trip Supervisor: _____

School Phone: _____ School Fax: _____

Arrival Time: _____ Return Time: _____

No. Students Transporting: _____ No. Chaperones Transporting: _____

Departing / Return Location: _____

Additional services, such as tours, meals, & lodging (attach a Trip Itinerary):

Other Information

COMPLETED BY CARRIER

No. Buses: _____ No. Drivers: _____

A driver may not drive more than (10) hours without taking an (8) hour break. They may not be on duty for more than (15) hours (part time driving, part time non-driving time) without taking an (8) hour consecutive break.

Departure Time: _____
(Beginning Trip)

Departure Time: _____
(Departing Destination for return)

Number of miles of roundtrip: _____

Total Trip Cost: _____

Total Deposit Due _____

Remainder Due By _____
(Date)

**Submit to carrier with
“Request for Bid”**

**Trip Itinerary
(Scheduled Stops)**

<u>Location</u>	<u>(Duration) Time</u>	<u>Purpose</u>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

NOTE: Please list each place you wish to stop or visit, duration and purpose of stop. Include all stops! (i.e. McDonald’s, shopping malls, museums, etc.)