

## Trip Itinerary Planner

Trip \_\_\_\_\_ Trip Date(s) \_\_\_\_\_

We know that planning transportation for a large group can be challenging. So, we've put together this itinerary planner to help make sure that choosing First Student means easy, worry-free events.

The first step is to iron out the details of your trip. It's easy to get caught up in the excitement of your destination, while overlooking details of your itinerary. By providing complete information about your schedule, our agents can provide the best possible transportation planning.

### FINALIZE YOUR ITINERARY

Destination Name _____ <small>WHERE ARE YOU GOING?</small> Address _____ City _____ State _____ Zip _____ Drop-off/Pickup Description _____ _____	Drop-off Time _____  Return Trip Pickup Time _____
--	---

Pickup Location Name _____ <small>WHERE WILL THE BUS PICK YOU UP?</small> Address _____ City _____ State _____ Zip _____ Pickup/Drop-off Description _____ _____	Pickup Time _____  Return Trip Drop-off Time _____
---	---

Do you need to make additional stops along the way?      Yes | No

Do you need to pick up passengers at multiple locations?      Yes | No

If you indicated yes to either of these questions, feel free to use the additional stop blanks on the next page.

### KNOW YOUR GROUP

Knowing your group is crucial to plan the details of your trip. We understand that every group is unique and we strive to provide customized services that meet your individual needs.

What kind of group are you? \_\_\_\_\_

How many people?    Children \_\_\_\_\_

Adults \_\_\_\_\_

Seniors \_\_\_\_\_

Total \_\_\_\_\_

Will any of your passengers need a handicap accessible bus?    Yes | No

Is there anything the driver(s) should know about your group?    Yes | No

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ADDITIONAL STOPS/PICKUP LOCATIONS**

1<sup>st</sup> Additional Stop Name \_\_\_\_\_  
WHERE DO YOU NEED TO STOP?  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Drop-off/Pickup Description \_\_\_\_\_  
\_\_\_\_\_

Arrival Time \_\_\_\_\_  
Proceed to Next  
Stop/Pickup Time \_\_\_\_\_

2<sup>st</sup> Additional Stop Name \_\_\_\_\_  
WHERE DO YOU NEED TO STOP?  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Drop-off/Pickup Description \_\_\_\_\_  
\_\_\_\_\_

Arrival Time \_\_\_\_\_  
Proceed to Next  
Stop/Pickup Time \_\_\_\_\_

3<sup>rd</sup> Additional Stop Name \_\_\_\_\_  
WHERE DO YOU NEED TO STOP?  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Drop-off/Pickup Description \_\_\_\_\_  
\_\_\_\_\_

Arrival Time \_\_\_\_\_  
Proceed to Next  
Stop/Pickup Time \_\_\_\_\_

## Trip Planning Checklist

Trip \_\_\_\_\_ Trip Date(s) \_\_\_\_\_

We know that planning transportation for a large group can be challenging. So, we've put together this trip planning checklist to help make sure that choosing First Student means easy, worry-free events.

### FINALIZE YOUR ITINERARY

The first step is to iron out the details of your trip. It's easy to get caught up in the excitement of your destination, while overlooking details of your itinerary. By providing complete information about your schedule, our agents can provide the best possible transportation planning.

- Choose a trip date
- Choose a location
- Organize a group pickup location or locations
- Organize a location for the group to be dropped off at the final destination
- Decide when you need to return
- Organize pickup/drop-off locations if there are multiple stops along the way

### KNOW YOUR GROUP

Knowing your group is crucial to plan the details of your trip. We understand that every group is unique and we strive to provide customized services that meet your individual needs.

- Do you know who will be in your group/how many people?
- Do you know the breakdown of children, adults, and seniors?
- Will anyone in your group require a handicap accessible bus?
- Know if there is any additional information that your bus driver would need to know about your group.

### PREP FOR YOUR EVENT

It's tempting to put off preparations for your trip until the day before but it's the details that will make everything go smoothly. Use these questions to make sure you have everything you need, so when your trip date arrives, you can leave your worries at the curb.

- Do you need anything additional for the trip?
- Does your event require tickets?
- Does your event require photo identification?
- Have you prepared for unexpected weather conditions?
- Will you need any food and/or drinks along the way?