

**Choose Yellow. Choose First.**  
*Safe, Affordable, Reliable...Group Transportation*  

**CHARTER**  
 P: 866.490.1020  
 F: 800.695.7959  
[www.FirstCharterBus.com](http://www.FirstCharterBus.com)  
**First Student**  
 Charter Bus Rental



11960 Westline Ind Dr. Ste 321 • St Louis, MO 63146

801 N. 11th Street  
 St. Louis, MO 63101

**ORDERED BY:**

<b>Today's Date</b>	
<b>Date of Trip</b>	
<b>Event Description</b>	
<b>SLPS Sponsored Trip?</b>	Yes: <input type="checkbox"/> (Fill Acct # below) No: <input type="checkbox"/> If 'No', go to Method of payment)
<b>Acct # (SLPS PO# or Transportation budget line Item)</b>	
<b>Pick-up Location</b>	
<b>Pick-up Time</b>	
<b>Drop Off Location (Destination)</b>	
<b>Time to Depart Destination</b>	
<b>Time Passengers Should be Returned</b>	
<b># of Buses/Passenger counts</b>	
<b>Split trip (Travel time &amp; event over 4 hours) {Bus to drop off &amp; return for pick up}</b>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<b>Full Service (Travel &amp; Event less than 4 hours) {Bus remains at the event location}</b>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
<b>Special Instructions (Be Specific)</b>	

Approved by..... Signature.....

<b>Contact person(s)</b>	
<b>Phone Number</b>	
<b>Email Address</b>	
<b>Method of payment (**Check or Credit card)</b>	
<b>Credit card #</b>	
<b>Expiration date &amp; CCV</b>	
<b>Billing Address, city, state &amp; Zip</b>	
<b>3<sup>rd</sup> party sponsor (s)</b>	

\*\*Make checks (include trip name & date) payable to First Student address above. The check **must** be received prior to the trip date. Email completed form to [SLPSTrans@slps.org](mailto:SLPSTrans@slps.org) and cc [Aireyon.clem@Firstgroup.com](mailto:Aireyon.clem@Firstgroup.com) or [Madeline.Broz@Firstgroup.com](mailto:Madeline.Broz@Firstgroup.com)