Bus Chartering Guide
(School Bus / Coach Bus)

INSTRUCTIONS (submit ALL necessary forms to avoid processing delays):
1. Complete the information below to help obtain a written quote from the bus company. Prepare a separate list of equipment/supplies to be transported and their dimensions for the bus company.
2. Select a bus company from the attached approved list only. For more options, contact Trustees (trustees@fcbc.org).
3. All costs will be charged to your ministry/department budget. If paying by:
   a) Church credit card (through Trustees): Submit a CHURCH CREDIT CARD PERMISSION FORM with appropriate approval(s) to Trustees.
   b) Check: Submit a CHECK REQUEST FORM with appropriate approval(s) to the Treasurer.
4. Submit a FACILITIES/ACTIVITIES REQUEST form to the Facilities Manager. The form may also be used to reserve a room before departure.

Number of bus riders: ____________________  ☐ School bus  ☐ Coach bus (more expensive)

DEPARTURE
Date: ____________________  Bus Arrival Time: __________  Bus Departure Time: __________
Pick-up address: ________________________________________________________________
Drop-off address: ______________________________________________________________
Address of lunch/break stop: ______________________________________________________
Length of stop: ____ Hour(s) ____ Minutes (ask bus company if they charge for stops)

RETURN
Date: ____________________  Bus Arrival Time: __________  Bus Departure Time: __________
Pick-up address: ________________________________________________________________
Drop-off address: ______________________________________________________________
Address of lunch/break stop: ______________________________________________________
Length of stop: ____ Hour(s) ____ Minutes (ask bus company if they charge for stops)

What will each rider bring?  ☐ 1 piece of luggage  ☐ 1 sleeping bag  ☐ Other _________________
Does the bus need to stay with the group to provide local transportation?  ☐ Yes  ☐ No
Road conditions (snow/unpaved/winding): __________________________________________
Other information: ______________________________________________________________

NOTES:
1. If the driver stays overnight, the bus company may require you to provide a hotel room.
2. If the driver stays overnight to continue the trip, the suggested tip is $1/day for each rider.
3. Cancellation policies vary. If a bus is no longer needed, contact the bus company as soon as possible.

(Rev. 2015.05.15)
## Approved Charter Bus Companies

<table>
<thead>
<tr>
<th>Bus Type</th>
<th>Company</th>
<th>Phone Numbers</th>
<th>Contact Person(s)</th>
<th>E-mail</th>
<th>Accepts Credit Card</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Coach Bus</strong></td>
<td>Fast Deer</td>
<td>Tel: (323) 201-8988 Fax: (323) 201-8900</td>
<td>Elena Davila</td>
<td><a href="mailto:sales@fastdeer.us">sales@fastdeer.us</a></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Corporate Coach</td>
<td>Tel: (310) 216-1171 Fax: (310) 216-1181</td>
<td>Lloy Cooper</td>
<td><a href="mailto:info@ccctours.com">info@ccctours.com</a></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Inland Empire (well known among camps &amp; mountain resorts)</td>
<td>Tel: (800) 733-4968 Fax: (909) 466-4193</td>
<td>Stacey Key</td>
<td><a href="mailto:Stacey@iesbuses.com">Stacey@iesbuses.com</a></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>School Bus</strong></td>
<td>Brooks Transportation</td>
<td>Tel: (818) 268-9555 Fax: (818) 610-3094 Credit Card: (818) 610-3092</td>
<td>Agustin Quiroz</td>
<td><a href="mailto:brookstransportation09@hotmail.com">brookstransportation09@hotmail.com</a></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Durham Transportation</td>
<td>Tel: (310) 767-5820 Fax: (310) 767-5823</td>
<td>Alma Lawrence</td>
<td>alawrence@durham schoolservices.com</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Mission School Transportation</td>
<td>Tel: (323) 225-9105 x123 Fax: (323) 225-9957</td>
<td>Melanie Parks</td>
<td><a href="mailto:mparks@ridesta.com">mparks@ridesta.com</a></td>
<td>Yes</td>
</tr>
</tbody>
</table>