



"Safely Transporting OUR Most Valued Asset"

**REQUIRED INFORMATION FOR CHARTER COACH BUS COMPANIES**

1. Proof of Insurance
2. Full Name of Driver(s) Assigned to Drive for \_\_\_\_\_ School District on the Requested Date.
3. Driver's License Number Including State of Issue

All drivers must meet the State of Illinois minimum requirements for transporting school age students to and from a school related function. Information provided will be verified with the State of Illinois. Should the driver assignment change, the information for the new driver must be provided no less than five (5) business days prior to the trip (it is recommended that you provide possible alternate driver information should the assigned driver be unable to take the trip). **If the information provided does not match the driver at the time of boarding the contract will be null and void and all deposits and fees will be returned by the charter coach company to \_\_\_\_\_ School District.** Return all required information to the \_\_\_\_\_ Transportation Department at \_\_\_\_\_ (address) or fax it to \_\_\_\_\_ (fax #).

\_\_\_\_\_  
 (Signature of Authorized Charter Coach Representative) (Date)

\_\_\_\_\_  
 (Company Name)

\_\_\_\_\_  
 (Company Address)

\_\_\_\_\_  
 (Company Address)

\_\_\_\_\_  
 (Company Phone Number & Fax Number)