

Directions to Pick-Up Address, please include cross streets and special instructions once at your school/organization, such as “student parking lot”: _____

Directions to Destination, please include address, cross streets, and special instructions:

Special instructions for the bus driver (for example, indicate if you plan to stop for lunch, have any special needs, etc.): _____

Bus Etiquette – All passengers are expected to follow the bus guidelines

- It is the leader’s responsibility to maintain order on the bus at all times.
- All passengers must remain in their seats with seatbelts on while the bus is moving.
- All body parts must remain inside the bus at all times.
- Eating, drinking and smoking in the bus are not permitted under any circumstances.
- Please remember to take everything with you when departing from the bus.
- Any changes in destination or pickup address must be approved by the coordinator prior to date of trip.

(NOTE: 5 hour minimum service required)

Please sign and date below that you have read and understand the above bus rules.

We reserve the right to deny any application. The bus driver reserves the right to terminate the trip at any time, if the above rules are not followed.

Teacher/Group Leader: _____ Date: _____

Please mail or fax your application to Black Tie Transportation. We will contact your group once the schedule is complete.

Black Tie Transportation
7080 Commerce Drive
Pleasanton, CA 94588
(925) 847-0747 ext. 140 (925) 847-9344 FAX