

# FIELD TRIP REQUEST FORM

Name of School: Ryle HS

Date of Field Trip: 6/6/24 to 6/7/24

Days of School Missed: 0

Location of Field Trip: Lexington, KY

Grade Level and Number of Students Attending: 9-12/ 30

Number of Chaperones Attending: 5

What form of transportation will be used?\* Be Specific. Common Carrier - Crown Charter

Have field trip rules been explained to the students and chaperones? YES  NO   
Are these students being denied the right to attend due to finances? YES  NO   
Does this trip comply with Title IX equity issues? YES  NO

Brief Description (Be specific regarding educational purpose):  
State Tournament for Baseball

Please check the appropriate box:

- To be used for 1 (one) day trips using school bus or private automobile.\*  
**NEEDS PRINCIPAL APPROVAL ONLY. PLEASE SEND ALL FORMS TO DISTRICT OFFICE.**
- To be used for overnight trips, trips of more than one instructional day and Co-curricular/ Extracurricular trips.  
**TO BE APPROVED BY THE ASSISTANT SUPERINTENDENT.**
- To be used for trips taken by common carrier.  
**TO BE APPROVED BY THE BOARD OF EDUCATION.**

**NOTE: FOR BOARD APPROVAL, THIS REQUEST SHOULD BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE BY NOON AT LEAST (11) WORKING DAYS PRIOR TO THE NEXT BOARD MEETING.**

Sponsor Signature: [Signature]

Principal Signature: [Signature] Date Approved: 6/3/24

DISTRICT OFFICE USE ONLY  
Approved by: [Signature] Date: 6/3/24

\* Drivers of private automobiles need to complete the Auto Insurance Affidavit Form.



# Crown Charter

225 Charles A. Liddle Drive, Suite 110  
Lawrenceburg, IN 47025

Phone: 812-577-0219  
Fax: 812-577-0362  
Toll Free: 866-276-0581  
Website: www.crowncharter.net  
Email: Crown1@crowncharter.net

## Charter Confirmation

**Joe Aylor**  
**Larry A. Ryle High School**  
**10379 US Hwy 42**  
**Union, KY 41091**

Confirmed: **06/03/24**  
Charter No. : **10553**  
Phone: **859-356-3419**  
Fax:  
Order Date **06/03/24**

SalesRep:

Thank you for selecting **Crown Charter** for your upcoming trip. We are committed to providing you with the very best service possible. This Confirmation serves as your contract for your transportation needs shown below. We must receive your signed and dated copy of this confirmation by the due dates shown below. Please review the following information to confirm our understanding of the services we will provide.

Group Name: **Ryle High School Baseball**

Group Leader: **Joe Aylor**

Destination: **Lexington, KY**

Leave Date: **Thursday, June 6, 2024**

Spot Time: **11:00 am**

Leave Time: **11:30 am**

Pickup Location: **Larry A. Ryle High School,  
10379 US-42, Union, KY 41091**

# Coaches: **1**  
Equipment: **1 55**

Return Date: **Friday, June 7, 2024**

Retn\Drop Time: **5:00 pm**

Destination Details: **Legends Stadium  
Lwxington, KY**

Description	# Coaches	Qty	Rate	Charge
55 Pax Coach	1	1.00	\$2,750.00	\$2,750.00

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	
06/05/24	Final Payment	\$2,750.00		
				<b>Transport Charge: \$2,750.00</b>
				<b>Amount Paid \$0.00</b>
				<b>Balance Due \$2,750.00</b>

### SPECIAL NOTES

- Our drivers work hard to deliver the best service possible. Please note that gratuity is not included into the cost of our service. It is something we work for and is always greatly appreciated.

- The customer is responsible for tolls, parking and driver lodging.

Effective March 16, 2022, if diesel prices rise above \$5 per gallon, fuel costs above this amount will be added to the invoice post trip unless a fuel surcharge is specified on your confirmation. Fuel costs above the specified amount will be invoiced post trip.

### PAYMENT

In order to reserve your coach, a \$100 deposit per bus per day is required and must be received in our office within 10 days of your booking. If the deposit is not received in the 10 day period, we reserve the right to cancel the order. Final payment is due 30 days prior to the departure of your trip. If your order is booked within 30 days of departure, full payment must be paid and received in our office within 7 days or before the trip, whichever comes first, by Cash, Credit Card, Cashiers Check, Certified Check or Money Order. If the full final payment is not received within the that period we reserve the right to cancel the order. Special Events such as Kentucky Derby, Indy 500, Brickyard 400, Tournaments, and multi-day events require the deposit due to be paid by credit card at the time of the booking. Final payment must be received at the Crown company office sixty (60) days prior to the trip.



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Charter No. : 10553

We gladly accept: MC, Visa, Amex, Cash, Check, or Money Order. Payment by check, except cashiers or certified check, must be received at our office at least 7 days prior to the payment due date. In the event a check is returned for insufficient funds, a \$35.00 fee will apply.

Tolls and parking are the responsibilities of the customer, unless otherwise noted on your confirmation. The customer will be charged a flat rate charge for overnight driver hotel accommodations and per diem costs. Gratuities for your driver are not included in the price of your charter, unless otherwise noted on your confirmation.

Due to the volatile nature of fuel prices, fuel surcharges may apply and may be adjusted prior to your departure. In the event there is an upward adjustment, the customer will be responsible for the resulting additional charges.

Crown may require that a valid credit card be provided by the customer and be held on file by Crown for the duration of the trip as security to cover any additional unpaid charges that may be incurred by the customer prior to or during the trip.

Payments should be made payable to: CROWN CHARTER. Payments may be made by mail, in person, or by credit card to: CROWN CHARTER, 225 Charles A. Liddle, Drive Suite 110, Lawrenceburg, IN 47025

### CANCELLATIONS:

Deposits and/or payments will be fully refunded provided that a cancellation request is received at our office during regular business office hours at least 30 days prior to your trip departure. Cancellations for Special Events such as Kentucky Derby, Indy 500, Brickyard 400, Tournaments, and other special multi-day events must be received at our office during regular business office hours at least 60 days in advance of the departure date. Parking and other special event charges for special event venues, for which Crown is required to pay to the venue in advance, will not be refunded by Crown. Crown Charter will not issue refunds for deposits if cancellation requests are not received at our office during regular business office hours for the above specified number of days prior to departure. Crown Charter will issue payment refunds according to the following schedule: Cancellation of 22-29 days before trip: 75% is refunded. 14-21 days before trip: 50% is refunded. 7-13 days before trip: 25% is refunded. 1-6 days before trip there is no refund given. Our regular business office hours are from 9AM to 5PM Monday through Friday except for national holidays. Crown Charter reserves the right to cancel a reservation due to inclement weather or other acts of God, equipment mechanical problems or other circumstances which may, at the sole discretion of Crown Charter, prevent delivery of charter bus service to the customer by Crown Charter.

### ITINERARY:

In order to assure that we can provide you with the best possible service, you must provide a detailed itinerary at least 1 week prior to your trip. We recognize that changes may occur to your itinerary either prior to or during your trip. We will make every effort to accommodate your changes. However, any changes to your itinerary while the trip is underway may require delays and/or additional fees. Any changes to the itinerary while the trip is underway must be approved by the Crown dispatch office and if approved by the Crown dispatcher, the responsible customer must sign for any additional charges that may occur as a result of the itinerary change. Please be aware that we strictly adhere to the USDOT regulations as follows: A driver must have eight (8) consecutive hours off duty, after driving ten (10) hours (maximum driving time), or being on duty fifteen (15) hours (10 hours driving time plus 5 hours wait/on-duty time). At the point of exceeding US DOT driving/on-duty time regulations, drivers are required to park the coach and call our dispatcher. We cannot permit or require drivers to violate US DOT regulations. All drivers have been instructed to keep the customer and the Crown dispatcher informed regarding on-duty/driving time and to notify the customer and the Crown dispatcher in the event they determine that a potential problem may arise. The customer also agrees to and will give permission to the driver to go off duty when the coach is parked and not needed by the group for specified periods of time when the coach can be locked and not attended to or occupied by the driver. When available, a replacement driver will be sent at the earliest possible time to take over the charter and continue the trip. Crown assumes no responsibility for delays or other consequences resulting from customer directed itinerary changes made while the trip is underway.

### RESPONSIBILITIES:

Crown Charter is not responsible for lost or damaged baggage, personal belongings or any items left on



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Charter No. : **10553**

the coach.

We make every effort to insure our coaches are in top working condition. Unfortunately mechanical failures may occur which may delay your trip. In the event a mechanical failure occurs, Crown will make every effort to have repairs accomplished in a timely manner or based on circumstances and availability, provide a replacement coach to continue your service. In the event Crown determines that a replacement coach is necessary to continue or complete the trip, Crown will provide the replacement coach at no additional cost to the customer. In any event Crown assumes no responsibility for price adjustment, refund of the contract price or for all other costs incurred by the customer or their party as a result of delays, mechanical failures or other unforeseen circumstances. TV, VCR/DVD, Radios, PA Systems, & Internet are provided on the coaches and regularly maintained for optimum performance. In the event one of these items fails to operate properly prior to or during your trip no refund and/or price adjustments will be made since these are considered accessory items and are not essential to the operation of the coach.

We take pride in the cleanliness of our equipment. We do expect normal wear during use. In the event Crown determines there is excessive trash, abnormal wear and tear or damage, etc., a \$100.00 minimum fee up to the total cleaning/repair/ replacement cost of the damaged item will be charged to the customer.

**Acknowledgement of Agreement**

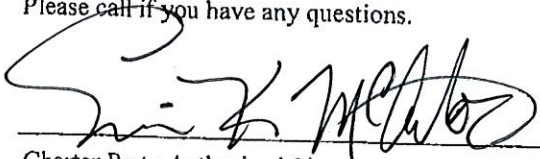
I, the undersigned customer representative, have read and understand all of the terms and conditions of this contract, and shall be responsible for all charges herein and any charges related to changes in the charter order. Additionally I have reviewed all the information on the charter confirmation and find it to be a complete description of the trip for which we have contracted a charter bus. I agree to pay all charges listed herein and all other charges that may be incurred as a result of this contract. The contract price may be adjusted based on the final itinerary provided to Crown Charter by the customer prior to trip departure and/or as a result of customer directed changes while travel is underway.

Driver assignments and specific vehicles cannot be guaranteed. The company reserves the right to lease equipment from another company in order to fulfill your charter. The company is not responsible for articles left or lost during your charter or any loss of time due to mechanical failure. We strictly adhere to the USDOT regulations in regards to driver and equipment requirements. A signed contract and deposit delivered to and received by the Crown Charter office is required to confirm your reservation.

Thank you for selecting Crown Charter as your service provider. Please sign this agreement and return one copy with your payment and keep the other for your records with your signed confirmation.

If you have not already done so, please remember to send us a complete itinerary to insure the success of your trip.

Please call if you have any questions.



Sincerely,

Charter Party Authorized Signature

Date