

Trip: _____ **Trip date(s):** _____

We know that planning transportation can be complicated when a group consists of a large number of travelers. To help you, we have designed this trip planning checklist that will allow you to easily make worry-free trips!

Establish your itinerary

The first step is to settle all the details of your trip. You may be so excited about your destination that this happens at the expense of the rigorous coordination required to oversee all the details of your trip. By providing us with complete information about your trip, our agents can provide you with the best possible planning for your transportation.

- Determine the trip date
- Determine the destination
- Coordinate/determine the boarding location(s) of travelers
- Coordinate/determine where the group of travelers will disembark at the destination
- Determine the exact return time
- Coordinate/determine stops for boarding and disembarking if there are several along the route

Know your group well

Knowing each person in the group well is essential for all the details of your trip to be well managed. We know that each group is unique and we strive to provide personalized services to meet your needs.

- Do you know who will be in your group and how many people there will be?
- Do you know how many children, adults, and elderly people there will be?
- Does anyone in the group require a bus with access for disabled persons?
- Ask your bus driver if they need additional information about your group.

Prepare for your event

It can be tempting to wait until the day before departure to prepare, but believe us, the details will make the difference for your trip to go well. Consider the following questions to ensure you have everything you need on your scheduled trip date and can travel worry-free.

- Are there other things you might need for your trip?
- Does your event require tickets?
- Is it an event that requires people to have photo IDs?
- Are you prepared to deal with unexpected weather conditions?
- Will you need food or something to drink during the trip?

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