Appendix 5
Transportation Checklist for Field Trips

Any arrangement for rented vehicles including buses and vans should include the following. If at all possible, get these arrangements in writing.

1) BASIC INFORMATION
   a) Days and dates vehicles will be used
   b) Time of pick-up or delivery and time of return
   c) Type of vehicle(s)
   d) Quantity of each type of vehicle
   e) Mileage
   f) Terrain
   g) Contract must be in name of AAPG

2) RATES
   a) Cost per bus or van
      * Is the rate guaranteed?
      * If not, when will the rate be guaranteed?
      * What is the minimum number of hours you must rent the bus or van?
   b) Capacity of buses/vans
   c) Number of buses/vans
   d) Charges for fuel or other surcharges
   e) Charges recorded for what period of time
      * 15 minutes prior to start/end of route?
      * Garage to first-point stop?
   f) Charges for the driver, including lodging and meals
   g) Charge for insurance per person or by the vehicle including waiver cost
      * Insurance must be purchased through transportation provider
   h) Total cost
   i) Cancellation/addition of buses
      * Cancellation notice due 24 hours in advance? 48 hours?
      * Penalties/refunded deposits
      * Additions must be approved by AAPG. How quickly can buses be added?
      * Is there a premium or fee for last-minute additions?