



Purchasing Services • 216 North Hall • Phone (715) 425-3232 • Fax (715) 425-4980

**Coach Bus Service Evaluation** -- Please complete after returning from your motor coach trip and forward to Purchasing Services, 216 North Hall (425-3232).

**PURPOSE:** This completed evaluation will be used by Purchasing Services to monitor current motor coach service, to identify problems, seek resolutions and to help evaluate the vendor. This evaluation is not associated with any similar forms provided by the motor coach service, and it is for internal use only.

Dates of Motor Coach Trip: \_\_\_\_\_.

Motor Coach Service: Lee Lines/Laidlaw Bus Lines  
Other \_\_\_\_\_.

1. Was a trip itinerary provided to the coach bus service at least one week before the trip?

Yes                      No                      Don't Know

2. How would you rate this trip overall?

Please mark:                      Excellent              Satisfactory              Poor  
10---9---8---7---6---5---4---3---2---1

3. How would you rate the following areas on your trip?

Please indicate one for each area:  
Excellent      Satisfactory      Poor  
10---9---8---7---6---5---4---3---2---1

- a. Coach and Driver Promptness
- b. Coach Cleanliness
- c. Coach Mechanical Condition
- d. Driver Knowledge of Itinerary
- e. Driver Overall Professionalism
- f. Driver Safety

8. If there were service problems with this trip, please describe them in detail below. Please include dates, times, places, and people involved. Attach supporting statements from others if available. Please continue on the reverse as necessary.

DEPARTMENT/COLLEGE \_\_\_\_\_

INDIVIDUAL NAME \_\_\_\_\_

PHONE \_\_\_\_\_