



Creating the Critical and Creative Thinkers of Tomorrow

Presented by the Albright-Knox Art Gallery and BlueCross BlueShield of Western New York

BUS TRANSPORTATION OPTIONS

Directions for using Laidlaw (First Student): We encourage you to use Laidlaw Education Services.

- Schedule and book your bus through Laidlaw by calling 716.897.5798.
- Each bus trip scheduled for three hours, beginning at pick up and ending at drop off, will be \$135 per bus.
- Laidlaw will invoice the Albright-Knox Art Gallery after the date of your tour and will receive payment for your buses up to \$135 per bus.

OR

Directions for Other Bus Scheduling

- Schedule your bus through your district or a private bus company.
- Your district or bus company must invoice the Albright-Knox Art Gallery after the date of your tour and will receive payment for your buses **up to \$135 per bus**. Any additional costs are the responsibility of the school or district.

Please advise your district or bus company to send all invoices to:

Mail to: Albright-Knox Art Gallery
Accounts Payable
1285 Elmwood Avenue
Buffalo, New York 14222-1096

or fax to: 716-882-8773

or e-mail to: bcummings@albrightknox.org

Your district or bus company will receive payment for your buses up to \$135 per bus (American funds) within three weeks after the date of your tour.

If you have any questions or concerns about booking your buses, please call Anna at 716.270.8226.

Tour Cancellation Policy

If you need to cancel, please call us at 716.270.8226 as soon as possible. The sooner you call, the more likely it will be that we can find you another date for your visit. You can cancel up to 21 days before the date of your visit with no penalty. If you provide less than 21 days notice, your school will be invoiced for a cancellation fee of \$75. This invoice must be paid before you or another teacher from your school can register for the program again.