



# TRANSPORTATION SERVICES

## BUS RESERVATION REQUEST

### TYPE OF VEHICLE DESIRED:

<input type="checkbox"/> Motor Coach 56 pass. \$800 per full day 600 miles per day limit Max: 10 hr driving per day limit and 15 hr total on duty time per driver	<input type="checkbox"/> Mini Bus 27 Pass. \$600 per full day 600 miles per day limit Max: 10 hr driving per day limit and 15 hr total on duty time per driver	<input type="checkbox"/> Trolley 34 Pass. \$300 per full day Local 100 miles from campus limit.	<input type="checkbox"/> Mini ADA Bus 14 Pass +Driver \$350 per full day 600 miles per day limit Max: 10 hr driving per day limit and 15 hr total on duty time per driver	<input type="checkbox"/> University Driver \$20 Per Hour Max: 10 hr driving per day limit and 15 hr total on duty time per driver
--	---	--	---	---

Name of Requestor \_\_\_\_\_ Date \_\_\_\_\_

Name of Group: \_\_\_\_\_

Group Leader on trip \_\_\_\_\_ Cell Phone \_\_\_\_\_

Cost Center Acct Name: (\*) \_\_\_\_\_ Cost Center Acct # (\*) \_\_\_\_\_

Cost Center director's approval signature: (X) \_\_\_\_\_

Send Invoice to: Name \_\_\_\_\_ Address/Bld. \_\_\_\_\_ Phone/Ext. \_\_\_\_\_

Date(s) bus desired: From \_\_\_\_\_ Time \_\_\_\_\_ pm/am  
 MM/DD/YYYY Example 6:30 am

No. of Buses \_\_\_\_\_ To \_\_\_\_\_ Time \_\_\_\_\_ pm/am  
 No. of Passengers \_\_\_\_\_ MM/DD/YYYY Example 5:30 pm

Pick-up Location: \_\_\_\_\_ Time \_\_\_\_\_ pm/am  
 Example 6:00 am

Destination: City/Sate \_\_\_\_\_ Location \_\_\_\_\_

### IMPORTANT INFORMATION:

1. An Itinerary (with hotel name and address if traveling overnight) must be provided to Transportation Services two weeks in advance of the departure date or with this request.
2. The traveling group is to provide the driver's hotel room for overnight trips unless arrangements have been made prior to departure.
3. Groups must confirm with the hotel that they provide on-site bus parking.
4. Safety standards dictate drivers may only drive 10 hours a day and be on duty for a total of 15 hours per day with an 8 ½ hours rest / break period before they can return to driving. There are additional cost for trips traveling over the 600 mile/ maximum 15 hours driver on-duty / maximum 10 hours driving daily limit for an extra driver, hotel, and rental car. Approximately \$325 per day.
5. For the satisfaction and comfort of all passengers, we ask that all groups practice good housekeeping and place discarded items in the trash receptacles provide on board the bus.
6. Groups may make request, but for safety, the driver will make the final decision on travel routes, parking locations, and rest stops.
7. While on trips, the bus is available within reason and if duty hours limitations permit to transport the group from lodging to events, meals, and entertainment venues. Drivers are not authorized to make "side trips" not listed on the itinerary that takes the bus out-of-the-way of the planned route. *\*For medical emergencies, drivers may take the bus if feasible to an area hospital, urgent care/ doctor's office or pharmacy. Understand in these emergency situations, these facilities may have no bus parking and drivers may only be able to drop-off passengers and then will have to seek an alternative parking location and wait there.*

Contact the Transportation Services Bus Reservation Office for assistance or with questions (843) 349-2039