

# CHARTER REQUEST AND CONFIRMATION FORM

ORGANIZATION \_\_\_\_\_ SPEED TYPE \_\_\_\_\_ DATE \_\_\_\_\_

POC NAME AND PHONE \_\_\_\_\_

A confirmation of the bus and driver for this trip is only obtained when both the requester and the Transportation Manager have signed and dated this document, with a proper speed type given.

The costs listed below are based on the requester's input. The costs are subject to adjustment based upon the actual trip. Example- The driver is kept 2 hours longer at the location because of the group deciding to stay longer, then 2 hours of wait time will be added to the final bill or if extra locations are driven to then drive time will be added. The drive time is figured in advance from mapquest(any part of an hour is a full hour for billing).

Passengers must have a seat. No passengers will be allowed to stand or sit in the aisle. For planning purposes 24 passengers is the maximum load. There are buses that hold more but you cannot plan on any particular bus being available because of bus rotations and maintenance issues on all buses. The driver will be instructed not to depart any location with a load of passengers exceeding the seat capacity.

No charges for cancellation if more than 24 hours notice. Less than 24 hours notice there will be a \$50 cancellation fee per bus requested.

Requesters signature and date \_\_\_\_\_

Transportation Managers signature and date \_\_\_\_\_

Date and time Departure \_\_\_\_\_ Location of departure \_\_\_\_\_

Destination, with address and parking information  
\_\_\_\_\_

Date and time Return to campus \_\_\_\_\_ Location of return \_\_\_\_\_

Notes and details if any for trip \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Calculations	Costs
Mapquest time(____)____ x 2 (round trip)_____	
Drive time (3hr min.) _____	\$45 student activities _____
	\$55 non student _____
Wait Time _____	\$15 per hour _____
Other charges, apply to overnight charters _____	
	Total Cost _____