



TRANSPORTATION SERVICES

BUS RESERVATION REQUEST

FULL DAY: OVER 5 HOURS DRIVING HALF DAY: UNDER 5 HOURS DRIVING	<input type="checkbox"/> Mini Bus 28 Pass Full Day - \$800.00 Half Day - \$400.00	Trolley 36 Pass Full Day - \$800.00 Half Day - \$400.00	<input type="checkbox"/> Mini Bus 14 Pass Full Day - \$500.00 Half Day - \$250.00	<input type="checkbox"/> Univ. CDL Driver Full Day: \$200, Half Day \$100 <input type="checkbox"/> Univ. Driver with CCU Van Full Day: \$500, Half Day \$250
---	---	---	---	---

FOR SAFETY: Maximum 10 hours driving per day and 15 hours total on duty per day driver limits.

* Amounts noted above are daily estimated expense for each type bus use. Transportation Services will return a Bus Use Confirmation to your group after receiving the Bus Reservation Request.

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 _____ Phone/Ext. _____ Project Number _____

Date(s) bus desired: From _____ Time _____ pm/am
 MM/DD/YYYY Example 06:30 am

No. of Buses _____ To _____ Time _____ pm/am
 MM/DD/YYYY Example 05:30 pm

No. of Passengers _____ Time _____ pm/am
 Example 06:00 am

Pick-up Location: _____ Time _____ pm/am
 Example 06:00 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.*

Complete and scan to bus@coastal.edu

For assistance or with questions, contact Transportation Services at (843) 234-3433