



UNIVERSITY OF ROCHESTER COLLEGE CHARTER BUS SERVICES REQUEST FORM

There is a seven business day minimum for a request to be submitted. Request for coach buses should be made at least one month in advance. There will be additional fees for last minute arrangements outside of the required time frame. Payment must be received in order to confirm requests.

CHECK ONE

Request and Reserve:

Quote Only:

Today's Date:	Event Name:
Your Name:	Event Date:
Dept. / Student Org.:	Number of Buses:
Your Phone:	Number of People:
Your Cell Phone:	Destination:
Your Fax:	Destination Address:
Your E-mail:	

Type of Transportation Needed: Small Shuttle: Large Shuttle: Bus: Coach:

If student group is requesting transportation services, please list the advisors information below.

Advisor Name: _____ Advisor Email: _____

Advisor Signature : _____

IF ONE ROUND-TRIP

Pick-up Location/Address
 Bus Arrival Time:
 Departure Time
 Drop-off Location/Address:
 Departure time from Venue Site

IF CONTINUOUS LOOP

Pick-up Location/Address:
 Bus Arrival Time:
 Departure Time:
 Drop-off Location/Address:
 Shuttle should run approximately every ___minutes
 Last pickup from departure time:

PLEASE CHECK ALL THAT APPLY

Shuttle Service is For: Staff/Faculty Students Other Department or Group Athletics
 Social Event: Academic Event: Cultural Event: Sporting Event: Community Service Event:
 Other Event: Baggage/Equipment: **Bar Night 21& over **Bar Night Over/Under

***Please see your advisor for more information and a Bar Night Terms of Agreement Form*

ADDITIONAL ROUTE NOTES: PLEASE ATTACH ADDITIONAL NOTES OR INSTRUCTIONS ON A SEPARATE SHEET.

TRANSPORTATION COORDINATOR USE

UR Invoice Tracking #	Service Provider:	Bus type:	Confirmed: YES / NO
Number of Vehicles Used:	Total Cost: \$	Payment Due By:	Cancellation Date:
Requisition / Check #:	Invoice #:	Invoice Payment Date:	Cancellation Fee: \$

SUBMIT COMPLETED FORM TO THE COMMON CONNECTION OR TO BEVERLY BUSCEMI,
 RM 101I RUTH MERRILL CENTER, WILSON COMMONS, beverly.buscemi@rochester.edu, Fax 276-2433



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