



## UNIVERSITY OF ROCHESTER THE COLLEGE CHARTER BUS REQUEST FORM INFORMATION & POLICY PAGE

### How to fill out the Transportation Request Form:

- List your name and the department or student organization using the bus service.
- List your contact information (phone, cell phone and email) to reach you for questions and confirmation.
- List the date, time, location address and name of the event for which transportation is needed.
- List how many people are expected to ride the bus. (To reserve appropriate size shuttles).
- List whether you will require continuous loop shuttle or one roundtrip transportation.
- List the times for the first pickup and the location of that pickup, the specific time for departure and the time for the last pickup at the venue.
- Check the group types that will be using the specific shuttle service and the type of event.
- Check what type if any, baggage or equipment, for which you will need to accommodate for this request.
- List any additional route stops or notes for transportation service that will need to be accommodated for your event. Please attach on a separate piece of paper the notes for service and route information.
- Submit completed form and requisitions for payment to Beverly Buscemi, Coordinator of Transportation at [beverly.buscemi@rochester.edu](mailto:beverly.buscemi@rochester.edu), or 101i Ruth Merrill Center, Wilson Commons, RC Box 270284, Fax: 276-2433

Submit your Request for Transportation Form to the Transportation Coordinator no later than 7 business days before the event. All transportation forms completed for shuttle or coach service must be followed by a form of payment (blue requisition or check) to the Transportation Coordinator, Wilson Commons, 101i Ruth Merrill Center, RC Box 270281. (No service will be confirmed without payment at least 48 hours or 2 business days before service.) Once a request is quoted, you will receive an email with the information and the specifics of the transportation service provided. You will need to verify that the information is correct. If it is not correct you will need to contact the Transportation Coordinator immediately to make the necessary changes. The Transportation Coordinator will confirm the reservation once payment is received. This is the only information you will receive after a confirmation is made. Retain the records for your information.

All requests should be made more than seven business days before an event is scheduled. Final confirmation will not be made without payment in advance for the event. Coach requests should be at least one month in advance. There will be additional fees for last minute arrangements outside of the required time frame.

All signage for the buses will be the responsibility of the group that is hosting the event. It will not be provided by the bus company or by the Transportation Coordinator. The University requires signs on buses that indicate where the bus is going, the group or department sponsoring the trip, and the time or schedule that the bus will be operating.

### RATES:

All rates will be discussed at the time of request and are based on either an hourly fee or the current market rate for services. Estimation of cost can be made based on a fee of \$60.00 per hour with a minimum of two consecutive hours of service. Coaches will be quoted based on market rate and availability. No rate can be guaranteed for the event until confirmation is given as some outside companies may be contracted to accommodate your request. **Please note if additional time or service were necessary to complete your event transportation, a request for additional funds will be invoiced. No services will be granted to a group if they have any outstanding balances. There will be a \$30 fee for any necessary additional clean up. Any fees for damages that occur during an event will be billed later and are the responsibility of the group that caused it.**

**Late booking: Charge of \$25 will be assessed for any trips booked less than 7 business days.**

**Cancellations: All cancellations or changes must be made by email to the transportation coordinator and the change or cancellation will need to be specifically stated. Cancellations longer than 24 hours will be charged \$25 cancellation fee. Cancellations made less than 24 hours will be charged \$50 cancellation fee.**

### TYPES OF TRANSPORTATION VEHICLES AVAILABLE:

Revised 8/08

Shuttle Small	Shuttle Large	Bus	Coach
Seating Per Vehicle: 20	Seating per Vehicle: 28	Seating per Vehicle: 33	Seating per Vehicle: 40-55

## Additional Transportation Options and Services on Campus

### Did you know?

1) Wilson Commons Student Activities has two 7 passenger vans and a CSN van available for use by SA recognized student groups for social, academic and cultural events. Other uses and users are subject to approval by the Transportation Coordinator and the Director. All van requests should be made at least one week before the event. Driver approval is also required at least one week before the event. Driver approval is done by obtaining a copy of your MVR from your state. See the Transportation Coordinator to complete this process. Payment for obtaining an MVR is the responsibility of the student, or staff requesting it and is due at the time of service. Payment for an MVR can be made at the Common Market by either cash or flex. To fill out a van request form, go online to the Campus Club Connection Resources page and scroll down to Transportation Forms. Select SA Vans Form and Policies to download the request form. Groups using the vans are subject to limited use within a 25 mile radius of Rochester. Mileage is charged at a rate of 58.5 cents per mile. Non-SA recognized groups are subject to a van rental fee of \$30 per use as well as the mileage charge and driver license approval.

2) City Cycles is a great bicycle lending library and allows full-time undergrad students to borrow a bike for 24 hours to go sight seeing, shopping or even do some serious biking. To find out more about the program and its policies and procedures go to <http://www.sa.rochester.edu/citycycles>.

3) ZIPCAR is available here at the University of Rochester River Campus. This is another great program for those who qualify to use one of the four vehicles we have on site to get out and about in the Rochester area. To qualify, your student status will be confirmed and you must be at least 18 and have one year of driving experience with minimal or no points on your license. The hourly rate for vehicle rental is \$7.00 per hour and includes all gas and insurance coverage. To find out more and apply for the UR discount membership rate of \$35 go to <http://www.zipcar.com/rochester/apply/>. **NOTE: You will not see the option to select the \$35 membership fee when completing your application until you actually enter the UR rate page. All information is verified here at the UR to confirm you are actually a current UR student. For this program you will need a valid credit card and a valid email address. Please note that the billing address for your credit card is where your ZIPCAR card will be sent.**

4) Enterprise Car Rental offers a special rate to University of Rochester staff and students. Visit <http://www.enterprise.com> to find out more or contact Enterprise directly: Jessica Ellis or Sylvia Mitchell at 585-264-0802 ext 107. **UR Discount Account # 29A3292.**

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