

# CHARTER BUS TEMPLATE

## DAY OR OVERNIGHT TRIPS

This form is used to organize the logistics of reserving a charter bus. Refer to UCSC's list of Approved Charter Bus Companies for vendor selection. (<http://cruzbuy.ucsc.edu/howto/buscharterlist.html>)

**Instructions:** Fill out all fields completely with accurate information. All destination and pick-up locations must include a physical address. Submit this template to charter companies to obtain a quote. When you receive the quote, submit this form and the quote with your purchase request to SOAR.

### DO NOT SIGN ANY AGREEMENT PAPERWORK FROM ANY BUS COMPANY

Program: \_\_\_\_\_ UCSC Contact Person: \_\_\_\_\_

Student Trip Leader (On the Bus): \_\_\_\_\_

Leader Cell Number: \_\_\_\_\_ Leader Email: \_\_\_\_\_

Will multiple drivers be required? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, how many? \_\_\_\_\_

Are ADA Accommodations Required? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, indicate need for Ramp (w/Maximum lbs.) or Lift: \_\_\_\_\_

Does Driver have a valid SPAB Certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

#### IN-BOUND ITINERARY/TO UCSC

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Max Number of Travelers: \_\_\_\_\_

Leg 1- Departure (From): \_\_\_\_\_ Arrival (To): \_\_\_\_\_ Wait Time: \_\_\_\_\_

Leg 2- Departure (From): \_\_\_\_\_ Arrival (To): \_\_\_\_\_ Wait Time: \_\_\_\_\_

Leg 3- Departure (From): \_\_\_\_\_ Arrival (To): \_\_\_\_\_ Wait Time: \_\_\_\_\_

Leg 4- Departure (From): \_\_\_\_\_ Arrival (To): \_\_\_\_\_ Wait Time: \_\_\_\_\_

Leg 5- Departure (From): \_\_\_\_\_ Arrival (To): \_\_\_\_\_ Wait Time: \_\_\_\_\_

Total Time Traveled: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Total Cost (INBOUND): \_\_\_\_\_

#### OUTBOUD ITINERARY/FROM UCSC

Departure Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Max Number of Travelers: \_\_\_\_\_

Leg 1- Departure (From): \_\_\_\_\_ Arrival (To): \_\_\_\_\_ Wait Time: \_\_\_\_\_

Leg 2- Departure (From): \_\_\_\_\_ Arrival (To): \_\_\_\_\_ Wait Time: \_\_\_\_\_

Leg 3- Departure (From): \_\_\_\_\_ Arrival (To): \_\_\_\_\_ Wait Time: \_\_\_\_\_

Leg 4- Departure (From): \_\_\_\_\_ Arrival (To): \_\_\_\_\_ Wait Time: \_\_\_\_\_

Leg 5- Departure (From): \_\_\_\_\_ Arrival (To): \_\_\_\_\_ Wait Time: \_\_\_\_\_

Total Time Traveled: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Total Cost (OUTBOUND): \_\_\_\_\_

\*Maximum Driver Accommodation Cost, if any: \_\_\_\_\_

Grand Total (\*All inclusive): \_\_\_\_\_