



TRANSPORTATION REQUEST FORM

Please fill out one form per event requiring transportation

Contact Person: _____ Class: _____
E-mail: _____ Cell Phone: _____

Van/Bus Pickup

Event: _____

Day, Date, and Time of Event: _____

Location of van/bus pickup? _____

Van/Bus will arrive 30 minutes before departure time for loading guests.

What time would you like the van/bus to depart for your event? _____

Do you want the van/bus to loop around from one place to another? _____ Yes _____ No

If more than 1 van/bus, do you need all of them for the entire time? _____ Yes _____ No

Indicate all details the driver should know (if looping during the return, will less van/buses be needed)

Indicate all details the driver should know: (multiple stops will increase time, therefore may increase price)

Van/Bus Return Trip

Location for pick up? _____ Van/Bus will arrive 30 minutes before departure time to load.

What time would you like the bus to depart from your event? _____

Please indicate venue for drop off: _____

Bus Details: *School buses and charter buses are not wheelchair accessible.*

Quantity	Type of Vehicle	Cost (Prices are approximate; only actual prices will be charged)	Capacity
	School bus	\$80/hour (subject to minimum time requirement)	50 people
	Charter bus	\$1968/day, round trip (price is subject to destination)	56 people

Van Request

A 2 person Cargo Van will automatically be reserved for each class for use during reunions. Pick up the day before your reunion starts. If an additional van is requested, please fill in the information below.

Charges for all vehicles will be on your class bill.

Quantity	Type of Vehicle	Cost (Prices are approximate; only actual prices will be charged)	Capacity
	Cargo Van	Estimate \$80.00 per day	2 people
	Passenger	Estimate \$200.00 per day	12 people

Pick up in Hanover at the Enterprise Company- at 25 Lebanon Street, Hanover. Located behind The Lodge

Pick up date: _____ Time: _____ Return date: _____ Time: _____

Please return completed forms to:

Dee-Dee Roy-Deyo, Event Coordinator, Advancement Events

E-mail: Dorothy.F.Roy@dartmouth.edu