



TRANSPORTATION REQUEST FORM

Please fill out one form per event requiring transportation

Event: _____ Class: _____

Day, Date, and Time of Event: _____

Contact Person: _____

E-mail: _____ Phone: _____

Vehicle Details:

Quantity	Type of Vehicle	Cost (Prices are approximate; only actual prices will be charged)	Capacity
	School bus	\$75/hour (subject to minimum time requirement)	50 people
	Charter bus	\$800/day, plus mileage (subject to minimum time requirement)	54 people

School buses and charter buses are not wheelchair accessible.

If you require another form of transportation, please explain:

Vehicle Departure:

Where will the vehicle pick-up? _____

What time would you like the vehicle to arrive at the pick-up location? (*usually 30 minutes prior to departure*) _____

What time would you like the vehicle to depart from the vehicle pick-up location? _____

What is the destination? _____

Vehicle Return:

Where will the vehicle pick-up? _____

What time would you like the vehicle to arrive for passenger loading? (*usually 30 minutes prior to departure*) _____

What time would you like the vehicle to depart from the destination location? _____

What is the destination? _____

Other Details:

If more than 1 vehicle, do you need all of them for the entire time? Yes No

Please indicate all details the driver should know: (*if looping during the return, less vehicles may be needed*)

Do you want the vehicle to loop around from one place to another? Yes No

If yes, please indicate all details the driver should know: (*multiple stops will increase time and therefore may increase price*)

Please return completed forms to:

Megan Castelot, Program Manager, Advancement Events

e-mail: Megan.L.Castelot@dartmouth.edu