UNIVERSITY OF MICHIGAN
PARKING & TRANSPORTATION SERVICES

Requisition Number _____

Requisition for Vehicle and Driver

For information, please contact Parking and Transportation Services at the University of Michigan Transit Services • Phone: 734.764.3427 • Fax: 734.763.1470 • 1213 Kipke Drive, Ann Arbor, MI 48109-2002

CONTACT INFORMATION

TODAY'S DATE	DEPARTMENT/ORGANIZATION	PASSENGER/GROUP NAME	SHORTCODE
5/1/2015	Bicentennial Office	Bicentennial Office	421230

CONTACT PERSON	PHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS
Michelle French	734-647-1840	734-647-2467	mpate@umich.edu

CONTACT PERSON DURING CHARTER	PHONE NUMBER	AUTHORIZED SIGNATURE FOR SHORTCODE
Michelle French	734-545-4836	Barbara A Bland

CHARTER INFORMATION

IF ANY OF THE FOLLOWING APPLIES, THEN YOU MUST ATTACH A DETAILED ITINERARY TO THIS REQUISITION:
- ☐ THE REQUESTED CHARTER IS A SHUTTLE WITH MORE THAN THREE (3) DROP-OFF LOCATIONS
- ☐ THE REQUESTED CHARTER IS A TOUR (TOURS REQUIRE A TOUR LEADER OTHER THAN OUR DRIVER)
- ☐ THE REQUESTED CHARTER HAS MORE THAN THREE (3) DROP-OFF LOCATIONS
- ☐ THE REQUESTED CHARTER WILL HAVE MULTIPLE BUSES, *AND* THE BUSES *DO NOT* SHARE THE SAME ITINERARY

DAY & DATE OF CHARTER	TIME OF FIRST PICK-UP	ESTIMATED END TIME	# OF BUSES	# OF PASSENGERS
Friday, May 8, 2015	1:00 p.m.	3:45 p.m.	1	28

PICK-UP TIME	FIRST PICK-UP LOCATION	FIRST DROP-OFF LOCATION
1:00 p.m.	North Quad, 105 South State Street	Crisler Center, 333 East Stadium Boulevard

- ☐ DRIVER IS RELEASED AFTER FIRST DROP-OFF LOCATION BECAUSE THE CHARTER HAS ENDED
- ☐ DRIVER MUST REMAIN AT FIRST DROP-OFF LOCATION UNTIL PASSENGER(S) RETURN TO BUS
- ☑ DRIVER MAY DEPART FIRST DROP-OFF LOCATION UNTIL NEEDED FOR SECOND PICK-UP

PICK-UP TIME	SECOND PICK-UP LOCATION	SECOND DROP-OFF LOCATION
3:00 p.m.	Crisler Center	North Quad

- ☑ DRIVER IS RELEASED AFTER SECOND DROP-OFF LOCATION BECAUSE THE CHARTER HAS ENDED
- ☐ DRIVER MUST REMAIN AT SECOND DROP-OFF LOCATION UNTIL PASSENGER(S) RETURN TO BUS
- ☐ DRIVER MAY DEPART SECOND DROP-OFF LOCATION UNTIL NEEDED FOR THIRD PICK-UP

PICK-UP TIME	THIRD PICK-UP LOCATION	THIRD DROP-OFF LOCATION

- ☐ DRIVER IS RELEASED AFTER THIRD DROP-OFF LOCATION BECAUSE THE CHARTER HAS ENDED
- ☐ DRIVER MUST REMAIN AT THIRD DROP-OFF LOCATION UNTIL PASSENGER(S) RETURN TO BUS
- ☐ DRIVER MAY DEPART THIRD DROP-OFF LOCATION UNTIL NEEDED FOR FOURTH PICK-UP—SEE ATTACHED ITINERARY

FLIGHT INFORMATION (IF APPLICABLE)

AIRLINE	FLIGHT NUMBER	DEPARTURE CITY	ARRIVAL TIME	AIRPORT/TERMINAL

ADDITIONAL INSTRUCTIONS:

For first pickup, the bus should be stationed on Washington Street (near Thayer). Guests will board bus at ~1:15 p.m. Driver to drop guests off at the NE entrance of Crisler Center. Driver to return to the NE entrance at 3:00 p.m. for pickup. Guests will re-board the bus at ~3:15-3:30 p.m.

CHARTER SERVICES

Parking and Transportation Services offers charters through its Transit Services unit. University departments and authorized student organizations may charter University buses with drivers. Please note the following:

- Transit Services grants charter requests on a first-come, first-served basis as the availability of University buses allows.
- Wheelchair-accessible buses are available upon request.
- Charters are limited to a 100-mile radius of Ann Arbor.
- University buses and drivers are not available to remain with charter groups for overnight trips.
- Charters may be arranged up to one year in advance.
- Chartering groups are required to have at least one contact person who either will be present or will be contactable by telephone during the operation of the charter.

REQUESTING A CHARTER

Departments with valid University of Michigan account numbers should complete a requisition and fax it to Transit Services at 763-1470. After faxing the requisition, contact Transit Services by e-mail at Buscharter@umich.edu or by telephone at 763-0661 to confirm receipt of the fax and to review the details of the requisition with a Transit Supervisor. A Transit Supervisor approves or declines all charter requisitions. Please note: simply faxing a charter requisition and confirming its receipt do not constitute approval of a charter requisition. When your charter is approved, a Transit Supervisor will contact you by phone or e-mail with a requisition number.

Student organizations must contact Student Organization Accounts Service (SOAS) to receive authorization to request a charter with Transit Services. The SOAS office is in the Michigan Union, and the SOAS telephone number is 763-5767. If SOAS authorizes the student organization to request a charter, then SOAS will follow the requisition process described above.

CHARTER RATES

Service charges for charters are calculated at flat hourly rate that includes the cost of the driver, vehicle, and fuel. Currently, the rate is $80.30 per hour per vehicle, with a minimum charge of $240.90 per vehicle. Please see the "Additional Charges" section below. Charters cancelled with fewer than 72 hours notice will be subjected to the minimum charge per vehicle.

ADDITIONAL CHARGES

In addition to the hourly rate and minimum charge for chartering a vehicle and driver, the chartering group is responsible for any fees incurred during the charter, including road or bridge tolls, parking or storage fees, and admission fees for the driver (e.g., to facility that charges admission for each occupant of the vehicle, including the driver). Any of these costs must be paid by the chartering group at the point of sale; drivers are not permitted to pay these costs. Typically, vehicles are cleaned at no charge to the chartering group. If, however, the chartering group abuses a vehicle so that it requires repair or extensive cleaning, it will be assessed an additional charge.

Chartering groups must provide Transit Services with all appropriate and necessary directions, maps, and itineraries prior to the day of the charter. The chartering group is responsible for selecting a route that accommodates the size, weight, and limited maneuverability of a bus. Buses are 40 feet long, 11 feet high, and 10 feet wide. Including passengers, buses may weigh as much as 40,000 pounds, or 20 tons. All locations must be accessible without requiring the driver to operate the bus in reverse gear. Drivers are responsible for safe operation of the bus. Chartering groups must comply with the decision of the driver should s/he judge that any area or structure is impassable by the bus. Again, in order to prevent any problems during the charter, chartering groups must provide Transit Services with all appropriate and necessary directions, maps, and itineraries prior to the day of the charter.

RULES AND REGULATIONS

Neither smoking nor the possession of alcohol and other drugs is permitted on University buses. Violation of this policy may result in instant termination of the charter. Drivers are responsible and accountable for the safe and legal operation and parking of the vehicle during the charter. At no time should the driver be asked, encouraged, or pressured to break a law or to circumvent our policies. Also, drivers must adhere to on-duty limitations in accordance with federal regulations.

EMERGENCIES

Drivers are supplied with phone numbers of Transit Supervisors who will assist them as soon as possible in the event of an emergency such as a vehicle malfunction. Chartering groups are required to have at least one contact person who either will be present or will be contactable by telephone during the operation of the charter.