

# CHARTER BUS & LOANER REQUEST

<b>Day/Date of Trip :</b>	<b>For Transportation Office Use ONLY</b>  <b>Charter or Loaner Request Order Number:</b>
<b>Destination:</b>	<b>If more than one destination enter it here, please</b>
<b>Contact:</b>	<b>Cellphone #:</b>
<b>Contact:</b>	<b>Cellphone #:</b>
<b>Department Charge INDEX #</b>	<b>Department Charge INDEX #</b>
<b>How many passengers:</b>	
<b>Pickup Location(s):</b>	<b>Time:</b>
<b>Drop Off Location(s):</b>	<b>Time:</b>
<b>Departure Location(s):</b>	<b>Time:</b>
<b>Arrival Location(s):</b>	<b>Time:</b>
<b>Special Requirements by the Trip Requestor:</b>	
<p><b><i>PLEASE READ: ONLY for ALL LOANER VEHICLE REQUESTOR(s)</i></b></p> <p><i>Only Authorized Drivers by the Transportation Director will be able to operate PACE University's Loaner Vehicle. (As stated during Application and Approval Process)</i></p> <p><i>Originating department and their staff are responsible for the condition of this vehicle while in their possession. Review the condition of this vehicle prior and after your trip, and report any damage, Pictures included and Police Record if applicable with this form.</i></p> <p><i>Large Vans are designed to carry 11 passengers and a driver, excluding luggage/equipment. Minivans are designed to carry 6 passengers and a driver with limited luggage/equipment space behind the last seat. Please keep in mind that with COVID Pandemic the capacity of passengers is half its original accommodation, following CDC and NY State Health Department Guidelines on proper distancing protocols.</i></p> <p><i>Vehicles must be returned by the assigned due date. Unapproved late arrivals are subject to late charges of no less than \$50 per day delayed.</i></p>	