



FLEET SERVICES-TRANSPORTATION REQUEST FORM

NAME:

EMAIL ADDRESS:

PHONE:

CELL No.:

DEPARTMENT/ORGANIZATION:

***ORGANIZATIONAL #:**

ORGANIZATION CHARGE # (if other):

***BILLING CONTACT:**

TODAY'S DATE:

DATE(S) NEEDED:

PICKUP LOCATION (**RECplex, AD DRIVE: BROWN GATE, DOLAN SCIENCE – EAST OR WEST, BELVOIR CURB, OTHER**):

DEPARTURE FROM JCU (a.m. / p.m.):

DEPARTURE FROM DESTINATION (a.m. / p.m.):

DESTINATION(S) ADDRESS:

***NUMBER OF PASSENGERS:**

VAN/BUS IN – HOUSE (*SELECT ONE OR MORE*)

12 PASSENGER VAN W/DRIVER (\$20.00 p/hour + 50 cents p/mile):

10 PASSENGER VAN RENTAL (*subject to availability, rates, and restrictions*):

14 MINIBUS W/DRIVER (\$22.50 p/hour + 100 ct. p/mile-50 mile\50 ct. p/mile+50 mile):

28 BUS W/DRIVER (\$22.50 p/hour + 100 ct. p/mile-50 mile\50 ct. p/mile + 50 mile):

NOTES (*Additional Trip Info/Itinerary*):

****This form will secure a schedule date. Final confirmation will be sent as soon as vehicles and drivers are in place. Airport requests are subject to certain restrictions including flight itinerary, baggage handling, and passenger size limits, please inquire before sending airport requests. All trips are subject to availability. No overnight or out of state requests will be accepted all JCU sponsored transportation of Non-JCU Students require escorts both off and on campus. Sponsors should check with risk management office for any restrictions or transportation requirements involving minors. Charges include a 4-hour minimum for evening departures after 5:30 PM, mornings before 6:30 AM and weekend trips, all others are charged p/hour. After hour and weekend trips require 48 hours cancellation notice to avoid late charges. Current rates updated August 31st, 2018. Completed form should be sent as an email attachment or mailed to Tom Kriz – Fleet Services (tkriz@jcu.edu), 1-(216)-397-4581.***

****Request is not valid and may be delayed if incomplete.***