

BUS & DRIVER RESERVATION FORM

Date Submitted _____

Date Needed: _____

Requested By: _____
please print

Ext.#: _____

Dept: _____

Account Name: _____

Send Bill to Attn: _____

Address: _____

Contact Name & number on day of trip: _____

Account#

Fund

Organization

Program

Activity

Ext:# _____

Authorized Signature

RESERVATION INFORMATION

DRIVER ONLY IS NEEDED

PLEASE INDICATE NUMBER OF PASSENGERS TO BE TRANSPORTED: _____

Pick-Up Time: _____ AM/PM

Return Pick-up Time: _____ AM/PM

Pick-Up Location: _____

Destination: _____

Special Instructions: _____

TRANSPORTATION & PARKING SERVICES USE ONLY

Reservation Accepted?

YES: _____

NO: _____

Reason: _____

Logged

Posted

Driver: _____

Confirmed

RESERVATION OF UCSC BUS and TAPS DRIVER

Charges

When reserving a vehicle and a driver, charges are assessed at the following rate: Driver cost is \$39.00/hour with a minimum charge of 2 hours time.
Vehicle rental cost is \$42.00/hour also with a 2-hour minimum charge.
Please note that rates are subject to change.

Cancellations

Twenty-four hours notice is required for cancellations. Please contact Transit Operations at 831-459-3228 if a cancellation is necessary. If reservations are not cancelled by phone 24 hours in advance, a charge of 2 hours driver and vehicle time will be made. A follow-up written cancellation notice is appreciated.

Reservations

Please use this form (one for each day) to request a bus and/or driver services. **At present we offer on-campus and limited local service with our buses.** You may call 831-459-3228 with any questions or tentative reservations. Please note: this form is required to confirm telephone requests and should be received by TAPS at least 2 weeks prior to trip date.

Please mail to:

TAPS/Transit Operations
University of California
1156 High St.
Santa Cruz, CA. 95064
Fax: 831-459-4234