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 44.00/hour with a minimum charge of 2 hours time.

Vehicle rental cost is $47.00/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