



CANADIAN
UNIVERSITY
COLLEGE

TRANSPORTATION DEPARTMENT RESERVATION FORM

STUDENT AIRPORT SERVICE

Canadian University College
200 Maple Drive
Lacombe, Alberta Canada T4L 2E5
403.782.3381 x4130 or 1.800.661.8129 x5
Fax: 866.928.9503
After Hours Emergency Cell: 403.304.5528

Transportation Office Hours: Monday-Thursday, 8:00 AM - Noon, 1:00 PM - 5:00 PM; Friday, 8:00 AM - Noon

- Reservations are to be made three (3) office days in advance for travel on Sunday through Friday.
- Reservations are not available for Friday Evening or Saturday flights.
- Please call to confirm or cancel your reservation 24 hours before your pick-up/drop-off time.

NAME: _____ DATE: _____ ☐ CUC Student ☐ PAA Student

PHONE #: _____ CELL #: _____ EMAIL: _____

PLEASE CHECK THE APPROPRIATE BOX: ☐ Drop-Off ☐ Pick-Up

LOCATION: ☐ Edmonton Intl. Airport - YEG (1 - 1.5 hours drive) ☐ Calgary Intl. Airport - YYC (2 - 2.5 hours drive)

DATE OF TRIP: _____ AIRLINE & FLIGHT #: _____

PLANE ARRIVAL TIME: _____ ☐ AM / ☐ PM

PLEASE MEET DRIVER AT AIRPORT INFORMATION DESK ON THE ARRIVALS LEVEL

PLANE DEPARTURE TIME: _____ ☐ AM / ☐ PM

Domestic Flights 1.5 hrs / International Flights 2.5 hrs prior to departure

PARENT/EMERGENCY CONTACT: _____ PH# _____ CELL# _____

NAME(S) OF ADDITIONAL PASSENGER(S):

1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____

PICK-UP FROM: ☐ Lakeview Hall ☐ Maple Hall ☐ Other _____ TIME: _____

DROP-OFF AT: ☐ Lakeview Hall ☐ Maple Hall ☐ Other _____

PAYMENT METHOD: ☐ CHARGE TO STUDENT ACCOUNT TOTAL AMOUNT CHARGED \$ _____

SIGNATURE: _____

TRANSPORTATION USE ONLY - PAYROLL: DRIVER PAY

DRIVER: _____ VAN #: _____ DR: 694400 - 1580

OF HOURS _____ X (RATE OF PAY - \$15.00) = \$ _____ + OT DIFFERENTIAL FEE (\$25.00) \$ _____ = \$ _____

TRANSPORTATION SHUTTLE FEES

(Subject to change. See website for shuttle dates.)

EDMONTON (196 km round trip)	CALGARY (336 km round trip)
\$40.00 per passenger	\$60.00 per passenger

For anyone scheduling service outside of regular shuttle times with less than 3 riders will be assessed an additional cost of \$15.00 per rider.

ADDITIONAL FEES

MISSED RESERVATION FEE

Regular fare will still be charged if the passenger does not show up as scheduled.

CANCELLATION FEE

\$25.00 for cancellations made without 24 hours notice.

LATE BOOKING FEE

\$50.00 for reservations made without the minimum required 3 office days notice.

PLEASE EMAIL OR FAX COMPLETED FORM AND ANY ADDITIONAL INFORMATION TO THE TRANSPORTATION DEPARTMENT

EMAIL: TRANSPORTATION@CAUC.CA FAX: (866)928-9503