

# Andrews University

Office of Transportation

## BUS RESERVATION FORM

### READ THIS FIRST:

- We can only make tentative holds for vehicles by phone.
- This document must be fully completed and returned before any reservation is confirmed.
- Reservations made less than one week in advance will be subject to overtime labor charges.
- Reservations or significant changes made to a previous reservation less than 2 business days before the trip will be subject to a \$100.00 surcharge.
- Buses are not allowed to load in the administration parking lot.
- Bus drivers are supplied by the Transportation Department.
- Overnight trips require a private hotel room for the driver(s).
- Buses available: 2 Coaches (49 and 56 passengers), 2 School Buses (47 and 56 passengers), 1 Small Coach (27 passengers).

I have read and agree to the above statements.

Department: \_\_\_\_\_ Date submitted (Today's Date): \_\_\_\_\_

Person requesting reservation (and title if club): \_\_\_\_\_

Contact phone number: Office: \_\_\_\_\_ Cell (required): \_\_\_\_\_

Type of trip: \_\_\_\_\_

IDC account number (charge #): \_\_\_\_\_

Number of people going (See notes for bus sizes available.): \_\_\_\_\_

Requested Driver (optional): \_\_\_\_\_

Name and cell number of sponsor riding on the bus. (Responsible for head count and travel supervision):  
\_\_\_\_\_

Date Departing: \_\_\_\_\_

Loading location (at Andrews University): \_\_\_\_\_

Loading Time (when you want the bus there): \_\_\_\_\_

Departure Time: \_\_\_\_\_

Intended arrival time at Destination: \_\_\_\_\_

Destination Address (if multiple destinations or multi-day, please attach a full itinerary, including full address and times):  
\_\_\_\_\_  
\_\_\_\_\_

Airline, flight number & time (if applicable): \_\_\_\_\_

Loading time (and date if multiday trip) for return: \_\_\_\_\_

Intended Arrival time at Andrews: \_\_\_\_\_

Loading location and Address (if different than drop-off location): \_\_\_\_\_  
\_\_\_\_\_

Address of restaurant or approximate location of fast food (if trip includes stop(s) for food): \_\_\_\_\_  
\_\_\_\_\_

When you have completely fill out this form please attach it to an email and email it to [trans@andrews.edu](mailto:trans@andrews.edu)