

**Bus Rental Application Form**

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Name (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of persons traveling: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pick Up Location: \_\_\_\_\_\_\_\_\_\_\_\_\_ Destination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mileage Prior to Departure: \_\_\_\_\_\_\_\_\_ Mileage Upon Return: \_\_\_\_\_\_\_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_\_\_\_\_km

Fee Structure for Bus Rental (as of October 2015)

Driver: Bus driver is required to drive and wait time at a rate of $25/hour

Mileage: A fee of $1.25/km will be charged.

Cleaning: An extra $50.00 will be charged if the bus is not returned cleaned after use.

Rental Regulations:

I/we, the renting party, will:

1. Ensure all garbage is disposed of upon return.
2. Agree to pay for any damages done to the interior.

The above mentioned organization (person) agrees to abide by the regulations as outlined below:

Contact Education office to arrange rental.

1. The Education Office will forward a Bus Rental Application Form to the interested party.
2. After approval from the Education Department will make the necessary arrangements with an approved bus driver.
3. Finance Department shall invoice and/or ensure inter-departmental transfers are completed for bus use and are to be allocated to bus account # 930-104.
4. Charge for bus is based on a per kilometer rate and based on a per hour driver rate.
5. Fuel is covered in the rental fee.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Manager /Bus Rental Applicant Signature Date

**Office Use Only**

Total Hours of Use (Drive time + Wait time): \_\_\_\_\_\_\_\_\_\_\_\_\_ @ $25.00/hour = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Kilometers of Trip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ @ $1.25/km = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Education Director Signature Date