



Bus Rental Application Form

Contact Name		Address	Phone
Program Name			Account Code
Rental Date	Rental Purpose		# of Persons Travelling
Pick up Location		Destination	
Mileage prior	Mileage upon return		

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:

1. Contact Education office to arrange rental.
2. The Education Office will forward a Bus Rental Application Form to the interested party.
3. After approval from the Education Department will make the necessary arrangements with an approved bus driver.
4. 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.
5. Charge for bus is based on a per kilometer rate and based on a per hour driver rate.
6. Fuel is covered in the rental fee.

Applicant Signature

Date

OFFICE USE ONLY

Total Hours of Use	@ \$25/h	Total km of Trip	@ \$1.25/km

Education Director

Date