

The Sagecoach (25-Passenger Bus) Request Form

Usage Fees

Driver: \$15 per hour for 8 hours
Gas/Mileage Fee: \$.75/mile

- When submitting a request, please aim to have the request form in no later than 5 working days (Monday-Friday) before your trip date. Due to the nature of this service, it may take up to 5 days to secure a driver for your trip. The earlier your request is submitted, the more likely your trip will be confirmed.
- When your trip is confirmed, you will receive a notice via e-mail / voice mail informing you of your driver's name and finalizing the departure time and location.
- You or your group will be responsible for providing maps and directions to the bus driver.
- Please contact the ASPC Office (x18611) with any questions or concerns prior to your trip date. In the event of an emergency, please contact Campus Safety at 909-607-2000.
- The bus is a 25-passenger vehicle. Under state law, the bus driver is only allowed to transport as many people as there are seats available. From time to time, certain seats may be removed to accommodate luggage. In these instances, the overall seating capacity will decrease.
- All trips—unless otherwise confirmed—will depart from 6th Street (curbside between Smith Campus Center & Smiley) at your group's scheduled time. If your group fails to show up on time, you will be responsible for all excess fees accrued by the driver. In addition, if your group fails to show up for a confirmed reservation, in order to compensate the driver for his/her time, you will be charged in full for the hours listed on the original reservation (i.e.—a “no-show” group that had scheduled a trip reservation from 5pm-11pm will be charged \$60.00).
- Groups are responsible for any parking or toll fees encountered during the course of their scheduled trip.
- If your group is being picked up from a location, please let the driver know where and when you'd like to meet. Your group will be responsible for all fees accrued by the driver due to a delayed pickup. In the event that a group is more than 20 minutes late for a scheduled pickup and the bus is needed for another function, the bus driver will leave and your group will be charged in full for the hours listed on the original reservation.
- The 25-passenger bus may be reserved only for trips traveling within the state of California.
- Preference will be given to those reservations associated with the “47 Things Every Sagehen Should Do Before Leaving Pomona”.

Name: _____

Phone Number: _____ e-mail: _____

Campus Mailing Address: _____

Date of trip: _____ Destination: _____

Purpose of Trip: _____

DRIVER RATE OF PAY FIRST 8 HOURS IS \$15 PER HOUR; AFTER 8 HOURS \$22.50 PER HOUR

Time of Departure from Pomona: _____ am / pm

Time Departing from Destination: _____ am / pm

Estimated Time of Arrival back at Pomona: _____ am / pm

Number of Passengers (up to 25): _____

***The Bus must be returned in a clean condition. Please pick up any litter or a cleaning fee will be assessed.
The ASPC Office is not responsible for any lost or stolen items.***

For office use only:

Driver assigned to trip: _____

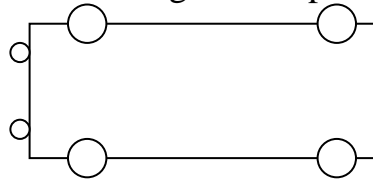
For Driver's & Office Use

Driver's Name: _____ Phone Number: _____

Safety Inspection: Initial items in satisfactory condition at the start of the trip and inform the ASPC Office of any problems. *If you deem the bus unsafe to operate, postpone the trip and immediately notify the Assistant Director of Smith Campus Center & Student Programs.*

Headlights	_____	Turn Signals	_____
Tail/Brake Lights	_____	Brakes	_____
Steering	_____	Horn	_____
Climate Controls	_____	Seats/Seatbelts	_____
Windows	_____	Doors	_____
Mirrors	_____	Wipers	_____
Tires	_____	Wheels & Rims	_____

Visual Body Inspection (please use diagram to specify any problems):



Additional Notes: _____

Starting Mileage	_____	Ending Mileage	_____
Time Out	_____	Time In	_____
Waiting Time	_____	# of Passengers	_____
Driver's Signature	_____		

In the event of an emergency, please contact Campus Security at 907-2000.

Invoice Number _____ Payment Received _____