



## LETHBRIDGE TRANSIT CHARTER BUS REQUEST

Office: (403)320-3885 Emergency-After Hours Contact : (403)315-1489

<b>Group Name:</b>		<b>Acct #</b> (internal use)
<b>Contact Name:</b>		<b>Alternate Contact:</b>
<b>Phone Number:</b>	<b>Fax:</b>	<b>Email:</b>

**Event Purpose:**

DAY OF EVENT (Emergency contact)

Contact name:

Phone #:

**Invoice Information: (Be advised that the person below is responsible for payment)**

**Company Name:**

**Phone #:**

**Contact Name:**

**Title:**

**Address:**

**City:**

**Postal Code:**

**Responsibility of the Applicant**

( ) I accept the terms and conditions of the [charter policy](#)

1. Applicant will be obligated to pay full cost of the charter as set out in the charter policy.
2. Charter Bus Request forms should be submitted a **minimum of ten business days prior** to the event.
3. Changes to the event schedule need to be submitted **at least three business days prior** to the event.
4. Changes/cancellations will not be guaranteed or confirmed unless the appropriate [change request form](#) is received.

**Bus Capacity**

- **Transit bus** - 35 seated (2 wheelchairs reduces capacity to 25 seated)
- **School buses** 44 - 56 seated passengers (maximum of 2 passengers per seat) wheelchairs, walkers and/or strollers cannot be accommodated on school buses
- **AAR Buses** – Up to 6 wheel chairs

Type of bus:      Transit Bus ( )      School Bus ( )      AAR ( )      In town ( )      Out town ( )

Date(s)	Pick Up Time	Pick Up Location	Destination Info	# of People	Return Pick up Time

**Other Info:**

- Monday to Friday - No pickups before 9:00 am
- No pickups between 2:20-4:30pm (Mon, Tue, Thu), Wednesday 1:30-4:30pm or Friday 11:15-2:30pm
- Charter school buses must arrive back for schools routes prior 2:20 pm
- Evening charters must return to transit before 12:00 AM
- Maximum charter time is 15 hours from time of departure.

**Signature**

**Date:**

**FAX: (403) 380-3876**

**Email: [transit@lethbridge.ca](mailto:transit@lethbridge.ca)**