



## LETHBRIDGE TRANSIT SCHOOL BUS BOOKING REQUEST

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

<b>School:</b>		<b>Grade:</b>
<b>Event Teacher Name:</b>		<b>Alternate Contact:</b>
<b>Phone Number:</b>	<b>Fax:</b>	<b>Email:</b>
<b>Event Purpose:</b>		

### 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

Type of bus:      ( ) Transit Bus      ( ) School Bus      ( ) Accessible

Service:          ( ) In town              ( ) Out town              ( ) Driver to stay with group

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.

<b>Signature</b>	<b>Date:</b>
<b>FAX: (403) 380-3876</b>	<b>Email: transit@lethbridge.ca</b>

*The personal information collected on this form is in accordance with Section 33 of the Freedom of Information and Protection of Privacy Act. It is used for the purpose of your charter and will only be disclosed to Transit Staff. If you have any questions or concerns, please contact City of Lethbridge Information and Records department at 403-320-7383.*