



# Charter Request Form

Please return this form to the Public Relations Coordinator in UJW-B20 or by fax to 607-777-6990

## Rates:

<b>SA Groups:</b> \$85.00 per hour per bus \$95.00 per hour per bus after 12:00am	<b>Office Use Only:</b>
	Alt Rate: Hours: Director Approval:
<b>NON-SA Groups (University Affiliated):</b> \$95.00 per hour per bus \$105.00 per hour per bus after 12:00am	<b>NON-University Affiliated Groups:</b> \$105.00 per hour per bus \$115.00 per hour per bus after 12:00am
<b>All Groups:</b> \$30.00 handling fee 3 hour minimum charge (2 hour charter + 1 hour safety inspection / mandatory cleaning charge) 100 mile radius in-state limitation (Exceptions by approval, no New York City) <b>Additional fees may apply as per the charter contract</b>	

## Group Information:

Today's Date:	<input type="checkbox"/> SA Chartered – Acct. No.:	
	<input type="checkbox"/> NON-SA – Billing Address:	
Group Name:		
Your Name:	Phone Number:	
E-Mail address:	Desired Driver (if applicable):	

## Charter Information:

Charter Date(s):	Destination(s):	
Estimated No. of Riders:	No. of Buses:	Pick-up Location:



# CHARTER TERMS AND CONDITIONS

OCCT provides charter service to organizations or groups affiliated with the University. Our buses can travel in upstate New York within a 100-mile radius of campus, exceptions by approval. We do not cross state lines or enter New York City. Charter service is available on a first-come, first-served basis and is available only when it does not interfere with regular service. OCCT reserves the right to refuse service to any group based on prior experiences.

## MAKING ARRANGEMENTS

- All charters must be arranged, in person, with the PR Coordinator at least 2 weeks or 10 full business days in advance.

*For SA groups:*

- No deposit is necessary. We will send you a bill for your records and will automatically deduct the balance from your SA account once the charter is over. At this time, you must also present a copy of the directions of the charter destination.

*For non-SA groups, other Binghamton University groups:*

- Same as above, although invoice(s) will be issued within seven days after the charter.

*For non-university affiliated groups:*

- A 50% deposit of the estimated cost of the charter will be required at least five (5) business days before the charter date. **No exceptions.** Invoice(s) will be issued within seven days after the charter.

## CONFIRMATION

- All charter groups will be provided a charter cost estimate and itinerary and will be required to sign off on both at least five (5) business days before the charter date. Failure to do so will result in the automatic cancellation of the charter. **No exceptions.**

## CANCELLATIONS AND CHANGES

Cancellation Date	Fee
Up to four days before charter date	\$0.00
One to four business days before charter date	\$40.00 per bus
Twenty-four to three hours before charter start time	\$75.00 per bus
Three hours or less before charter start time	Full estimated cost of the charter

- Changes in departure or arrival time or place must be cleared with the PR Coordinator at least two (2) business days in advance and must be requested in person by the individual who originally filled out the contract. A charter that runs over the contracted time may be canceled or delayed to accommodate other previous arrangements.
- In the event of our canceling a charter due to a breakdown, bad weather or any other reason, we will try to give you prior notice; however, this is not always possible. Your full deposit will be refunded in this case.
- Charter service is an auxiliary service of our regularly scheduled runs and is **not guaranteed**. We do not assume any responsibility for any costs accrued by the chartering group due to cancellations or breakdowns of our buses.
- The driver of the charter will wait no longer than 20 minutes after the scheduled start time of the trip before leaving for the destination. If there are no passengers at the end of this 20 minute timeframe, the trip will be considered cancelled, and the group will be charged the full charter cost estimate or \$75.00 per bus, whichever amount is greater.
- If multiple buses are requested for a charter the full cost of each bus will be charged. The above cancellation policy applies to each bus chartered.

## COSTS

- For **SA Groups**, the rate for each chartered bus is **\$85.00 per hour per bus**.
- For **Non-SA, but University affiliated** groups, the rate for each chartered bus is **\$95.00 per hour per bus**.
- For **Non-University** groups, the rate for each chartered bus is **\$105.00 per hour per bus**.

- **There is a minimum charge of three (3) hours per bus.** If there is any excessive trash or vomit left on the charter bus, the group will be billed an additional \$45 clean-up fee. All rates subject to change.
- The hourly rate is the same for driving time and layover time (that time the driver spends waiting for the group). You will be billed for the entire driver's time contracted on this charter contract (even if you return early), plus any additional time accrued (if you return later than specified).
- The hourly rate will increase by **\$10 per hour** beginning at 12am for all charters contracted.
- A \$30 handling fee will be charged for each charter. Charters spanning multiple days may be charged an additional handling fee.
- A mandatory charge of .50 hours for the NYS Mandated pre-safety inspection and a 0.5 hours NYS Mandated post-safety inspection will be charged in addition to the trip length.

## PAYMENT

- You will receive an invoice shortly after your charter. Payment is due **thirty (30)** days from the date of the invoice. All payments are to be made payable to OCC Transport. Please include charter invoice number on all checks and money orders. There is a \$30.00 service charge for all checks returned for any reason. Any past due accounts (payments not received within 30 days of invoice date) will incur a monthly finance charge of 1.33% of the invoice amount. Your group may contract no additional charters until payment in full has been received.

## MISCELLANEOUS

- For trips of ten (10) miles or less in length, full bus capacity is allowed. For trips longer than ten (10) miles, the passenger limit will be the seating capacity of the bus.
- All equipment or baggage must be stored underneath or between the seats and out of the aisles, and not blocking any emergency exits.
- Each group is responsible for its passengers. Please make sure that the bus is clean at the end of the trip or we will have to charge you the clean-up charge (see *Cost* section). You will be expected to pay for the repair of any damages to the bus caused by your group. All persons on an OCC Transport bus are subject to the rules set forth in the Binghamton University Code of Conduct.
- Directions must be provided by the chartering organization when submitting a completed contract and deposit.
- We do not charter buses to private residences. Buses that run between the hours of 2:00am and 7:00am will only be chartered under special circumstances, at the discretion of the PR Coordinator.
- If the charter is being performed *gratis*, the hourly rate will be reduced by \$10.00 per hour.
- Charters requested less than two weeks in advance may be charged a \$20 late fee.

## CHARTER POLICIES

- The following are **prohibited at all times** on an OCCT bus: smoking; illegal drugs, or any combustible fluids; loud or rowdy behavior; bicycles; anything else that may endanger the safe operations of the vehicle. The driver has full discretion to remove the items or disruptive passengers from the bus, or cancel the charter should the situation warrant.
- Any verbal or physical harassment made toward an OCCT bus driver will result in the filing of a formal complaint regarding that individual to University Police by the driver and OCCT.
- If the bus is defaced or vandalized in any way, the chartering organization will be held responsible.
- The driver retains the right to cancel the charter any time they feel the group is acting in a manner that misrepresents the campus community or endangers the safety of the bus or other passengers.
- OCC Transport, Inc., its drivers and its employees shall not be held responsible for any personal property that is damaged or lost during the charter.

Updated 02/17

