



Transportation Services is pleased to offer its buses for rent to departments and organizations within the University as well as outside organizations holding events on the University campus.

Rental Rates (all rates have a 3 hour minimum and include driver)

Quantity

11 Passenger Sprinter van

26 Passenger Goshen Coach

34-37 Passenger Nova bus

To request a bus rental, simply fill out the form below and a representative from Crimson Ride Transportation will be in touch. Making a bus rental request does not guarantee that your request will be met. Factors such as: date, time, driver availability and bus availability will play a role if the request will be accepted. Request should be made at least 2 to 3 weeks before your scheduled event. Payment can be made in the following manner: Departmental Transfer Authorization (DTA), or check. For campus departments an account number to be charged is required or check the charter balance must be paid in full when booking the charter.

Name:

Department:

Box Number:

Contact Person (if different from above):

Email Address:

Building & Room:

Phone Number:

Cell Number:

Event Name:

Date of Event:

Pick-Up Location:

Time:

Additional Stops:

Drop-Off Location:

Time:

Number of Guests:

Banner Account Number to Charge:

COA Fund Org. Act. Prog.

Other Payment Type:

Additional Comments/Remarks:

Signature _____

Unsigned forms will not be approved.

Date

Please attach any additional documentation when you submit the form.