

## Bus Charters

The following information will assist you in scheduling your bus trip. Listed below are some important points and guidelines. If you have any questions or concerns that are not addressed by this form, please contact Sena Wiles, Purchasing Agent, at 240-567-5286, [sena.wiles@montgomerycollege.edu](mailto:sena.wiles@montgomerycollege.edu).

### Important Points

**1. Reserve as early as possible.**

Charter bus service is very popular and it is not always possible to make a reservation when you need it. Weekends and holidays, in particular, are extremely busy.

**2. Know your details.**

You must be able to provide specific information about your trip in order to get a price and to reserve a bus. Missing or incomplete information will delay the charter process.

### *Please Note:*

1. The bus company needs the completed itinerary in order to price the trip. The date and time of the trip, the destination, the number of stops, the distance, etc., are the factors used to calculate price. For overnight trips, a College unit's funding must include the bus driver's lodging.
2. The bus company must calculate the number of hours needed to perform the trip to ensure compliance with the law. In order to fully comply with U.S. DOT regulations regarding driver-service hours, the bus company must have the itinerary 10 days prior to departure, especially on multi-day trips. A driver can drive up to 10 hours, and then must have 8 hours off-duty before driving again. A driver may work up to 15 hours, which includes both driving and non-driving duties. Once the 15-hour limit is reached, the driver must have 8 hours off-duty before driving again.

### Procedures

1. Complete the travel itinerary with the details/information about your trip (see attachment). It is important to note any **contingencies**, such as the trip is subject to a minimum number of participants or for athletic events that the trip is subject to weather conditions or dependent upon the team's winning a game. Policies vary from company to company regarding contingency reservations and cancellations, and the College (i.e., your department may be subject to penalty fees for cancellations not made within stated vendor timeframes).
2. Fax or e-mail your itinerary to Sena Wiles (fax number is 240-567-6397; e-mail [sena.wiles@montgomerycollege.edu](mailto:sena.wiles@montgomerycollege.edu)), who will contact bus companies.
3. If the price of the trip is over \$2,500, the College requires three (3) written quotes. After the Procurement Office obtains a quote (if under \$2,500) or three quotes (if over \$2,500), you will receive the pricing information, at which time you will be asked to submit a purchase requisition.
4. Send a completed and signed purchase requisition to the Procurement Office, Mannakee/110, Rockville Campus.
5. The Procurement Office will charter the trip and issue the purchase order. Procurement will e-mail a copy of the purchase order to you for your confirmation.

## Travel Itinerary

---

CHARTER # \_\_\_\_\_

Page 1 of 2

### **Travel Dates and Times**

Depart: Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM / PM (Pick-up Time at Point of Origin)

Return: Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM / PM (Departure Time from Destination)

### **Departure and Return Location (Point of Origin)**

Location: Montgomery College

*Campus:*

\_\_\_ Rockville  
51 Mannakee Street  
Rockville, MD 20850

\_\_\_ Germantown  
20200 Observation Drive  
Germantown, MD 20876

\_\_\_ Takoma Park/Silver Spring  
7600 Takoma Avenue  
Takoma Park, MD 20912

**Building:** \_\_\_\_\_

*Other:*

### **Bus Information**

Total number of passengers: \_\_\_\_\_ (Number of students \_\_; staff \_\_; faculty \_\_; other \_\_)

Full Size Bus \_\_\_\_\_  
57-Passenger (Bathroom and TV/VCR)

Mini Bus \_\_\_\_\_  
31-Passenger (No Bathroom)

Bus Service *Check one:*

- The bus is required to stay and provide transportation.  
 The bus is required to provide **only** drop-off and pick-up service.

### **Travel Information**

Trip Name and Purpose:

Sponsoring Department and/or Organization:

#### **Destination:**

Game/Event Location

Name:  
Address:  
City/State:  
Telephone Number:

Hotel Information

Name:  
Address:  
City/State:  
Telephone Number:

## Travel Itinerary

---

CHARTER # \_\_\_\_\_

Page 2 of 2

### Additional Sites at Destination:

Name/Place:  
Address:  
City/State:  
Date/Times:

Name/Place:  
Address:  
City/State:  
Date/Times:

Name/Place:  
Address:  
City/State:  
Date/Times:

Name/Place:  
Address:  
City/State:  
Date/Times:

### **Contact Information**

#### Trip Information

Contact:  
Department:

Phone Number:  
Phone Number:

Contact:  
Department:

Phone Number:  
Phone Number:

*If different people, one of the two contacts can be the coordinator making the trip arrangements for the office or program. The other contact should include a coordinator who will travel on the bus with the group and can be contacted for information on the day of the trip by the bus company if necessary.*

### **Additional Requirements and Comments**

---

---

---

---

---

---

Submit to: Procurement Office  
Mannakee Building (MK), Room 110  
Rockville Campus  
Attention: Sena Wiles, Purchasing Agent  
240-567-5286 (tel.); 240-567-6397 (fax); [sena.wiles@montgomerycollege.edu](mailto:sena.wiles@montgomerycollege.edu)