



CHARTER RESERVATION FORM

All fields must be filled out.

Date of Event: _____ Time Requesting: _____

Client Name: _____ Phone: _____

Client Address: _____

Client Email: _____ Number of People Riding: _____

Contact Phone Number for Day of Event: _____

Number of Vehicles Requesting (please do not specify what type of vehicle you are requesting: _____)

Description of shuttle service (drop off, pickup, designated times and addresses of pick up and drop off locations):

WACO TRANSIT CHARTER SERVICE FACTS:

- Charter service is not available on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, and Christmas Day.
- Charter reservation form must be completely filled out. **Please do not save this document as a pdf or image. We need to be able to copy and paste the text for processing.**
- All charter requests must allow Waco Transit System 3-4 business days to review application before submitting to charter database.
- All charter requests will be submitted to the federal charter database. From there, private charter companies must respond within 72 hours of notice for charter service requested to be provided in less than 30 days; or within 14 calendar days of notice for charter service requested to be provided in 30 days or more. If any private charter company expresses interest in providing charter services within 72 hours or 14 days of submission, Waco Transit will **not** be able to provide service. After the 72 hours or 14 days, please contact Waco Transit to verify approval.
- If any changes in locations, times, quantity of vehicles, etc. to charter request are made; the charter information must be resubmitted to the charter database to start the charter process again. If this occurs, the 72 hours or 14 day rule of submitting the charter will start over.
- Please note that there is very limited charter service availability during peak hours (i.e. Monday – Friday 8:00am- 6:00pm). Charter service is only available in the Waco Urbanized Area.
- Passengers on charter must follow all code of conduct rules. If these rules are not followed service may be suspended or cancelled. Please also note the following:
 - Type of vehicle provided is based on availability.
 - No glass containers allowed in vehicles.



- No smoking inside vehicles.
- No banners or signs allowed to be hung on the inside or outside of the vehicles.
- Changes to charter route may be made by Waco Transit staff for safety purposes.
- Payment for charter service is required 48 hours prior to event. If payment is not received 48 hours prior, charter service will be cancelled. To cancel a reservation, a 48 hour written notice is required. Refunds are not guaranteed for cancellations less than 48 hours prior to event. In the event of extenuating circumstances (i.e., natural disaster), refunds will be determined by Waco Transit Management. Some charges may still apply.
- Waco Transit System will not provide refunds for hours of vehicles not used during the requested timeframe. Waco Transit System is unable to provide refunds because it reserves vehicles and drivers for your specific charter request based on the committed hours.
- **Vehicle Capacity:**
 - Small Buses: 23 physical seats with standing room for approximately 10-15 more.
 - Large Buses: 31 Physical seats with standing room for approximately 10-15 more.
 - There is a required two hour minimum charge per vehicle.
 - All charter service requests will be charged an additional half hour for vehicle preparation and travel time.
- **Charter Rates:**
 - Standard Charter Service Rate: \$140.00 per hour per vehicle.
 - Non-profit Charter Service Rate: \$115.00 per hour per vehicle.

By signing below you are agreeing that you understand the rules and service rates above.

Client Signature

Date

Waco Transit Staff Signature

Date

Or mail form to:

**Waco Transit System
Attention: Charter Service
301 S. 8th Street, Suite 100,
Waco, TX 76701**