

# **O.U. BEAR BUS SHUTTLE REQUEST FORM**

Fill out completely and submit to [Bearbus@oakland.edu](mailto:Bearbus@oakland.edu) at least **FOURTEEN DAYS** in advance of desired usage. See more information on Bear Bus fees and terms of use at the bottom of this form.

NAME \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

CAMPUS ADDRESS \_\_\_\_\_ EXTENSION \_\_\_\_\_

ORGANIZATION OR DEPARTMENT \_\_\_\_\_ ACCOUNT # TO BE BILLED \_\_\_\_\_

DATE DESIRED (NO OVERNIGHT) \_\_\_\_\_ NUMBER OF SHUTTLE NEEDED \_\_\_\_\_ (4 SHUTTLES TOTAL)

DESTINATION AND FULL ADDRESS \_\_\_\_\_

EVENT/REASON FOR SHUTTLE USE \_\_\_\_\_

NUMBER OF TOTAL PASSENGERS \_\_\_\_\_ (EACH SHUTTLE CAN HOLD A TOTAL OF 18-22 PASSENGERS)

TIME LEAVING ON DESIRED DATE \_\_\_\_\_ AM/PM

TIME RETURNING ON DESIRED DATE \_\_\_\_\_ AM/PM (\*SHUTTLES CANNOT BE RENTED OVERNIGHT)

ONLY CURRENT OAKLAND UNIVERSITY COLLEGE STUDENTS, FACULTY & STAFF MAY RIDE IN BEAR BUS SHUTTLES. YOU MAY NOT TRANSPORT ANY COMMUNITY MEMBERS, CHILDREN, ALUMS, VISITORS, OR OTHER GUESTS. I UNDERSTAND AND AFFIRM THAT ONLY CURRENT OAKLAND UNIVERSITY COLLEGE STUDENTS, FACULTY OR STAFF WILL BE TRANSPORTED DURING THIS TRIP. \*OFF CAMPUS PURPOSES ONLY

PLEASE INITIAL

I UNDERSTAND THAT IF FOR ANY REASON I NO LONGER NEED THE SHUTTLE(S) ON THE REQUESTED DATE ABOVE I WILL NOTIFY [BEARBUS@OAKLAND.EDU](mailto:BEARBUS@OAKLAND.EDU) AND CANCEL. I UNDERSTAND THE FAILURE TO CANCEL A RESERVATION WILL RESULT IN MY GROUP BEING BILLED A FINANCIAL PENALTY.

PLEASE INITIAL

**I HEREBY NOMINATE MYSELF AS THE OFFICIAL CONTACT AND SUPERVISOR FOR THE ABOVE TRIP USING THE OAKLAND UNIVERSITY BEAR BUS SHUTTLE(S). I TAKE FULL RESPONSIBILITY FOR ANY AND ALL MEMBERS OF THE GROUP THAT WILL BE USING THE BEAR BUS SERVICES DURING THIS TRIP, AND AGREE TO HAVE THE SHUTTLE(S) BACK BY THE DATE AND TIME STATED ABOVE.**

Print Name: \_\_\_\_\_ Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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**(This section to be filled out by Oakland University Housing Department Only)**

Assigned driver: \_\_\_\_\_ Shuttle being driven: \_\_\_\_\_

Miles before trip: \_\_\_\_\_ Miles after trip: \_\_\_\_\_

Total number of passengers: \_\_\_\_\_ Gas tank full before departure? Y / N

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Gas tank filled before returning to campus? Y / N Total amount of hours worked: \_\_\_\_\_

*Only trained Bear Bus drivers may operate the Bear Bus shuttles. Bear Bus driver fees are \$10.00 per hour, with a minimum of 1 hour. Academic departments will incur a \$0.30 per mile fee, Student Affairs departments will incur a \$0.15 per mile fee, and Student Organizations are not charged a mileage fee. Shuttles must be returned with a full tank of gas at the expense of the renting group. Shuttles may not be rented for overnight use, nor are they authorized to leave the State of Michigan. Shuttles may only be rented when not in use. Please see [www.oakland.edu/bearbus](http://www.oakland.edu/bearbus) for more information.*