



# State Center Community College District

## TRANSPORTATION SERVICES DEPARTMENT

### Charter Bus Services

State Center Community College District has contracted exclusive charter bus services with Best Tours & Travel. The District Transportation Department will make reservations, as needed, using completed Transportation Request forms.

#### Charter Request Requirements

- Completed charter bus service requests must be received by the District Transportation Department three weeks prior to the departure date shown on the Transportation Request in order to secure guaranteed transportation services. Completed charter requests that are received by the District Transportation Department less than three weeks prior to the departure date shown on the Transportation Request, will be scheduled by Best Tours only on a space-available basis. **If buses/drivers are not available due to late requests, services may not be provided.**
- Charter requests are considered complete once the District Transportation Department has received the following items:
  - A completed and approved Transportation Request, including budget number
  - A detailed trip itinerary
  - A point of contact with cell phone contact number
- All cancellations must be submitted to the District Transportation Department in writing.

#### Charter Expenses

- Charter expenses will be charged directly to the budget of the department identified on the Transportation Request form.
- Changes to the submitted itinerary may result in additional charges.
- Trips canceled with less than two weeks' notice will incur the following charges:
  - \$250.00/bus cancellation fee for the first day of the scheduled trip, \$150.00 for the second day of the scheduled trip and \$100 for each additional day of the scheduled trip.
  - \$500.00/bus cancellation fee for same day cancellation.
- The department identified on the Transportation Request form will supply a hotel room for the driver on overnight trips, but the driver is responsible for their own meals.

#### Charter Rates

<u>Vehicle Type</u>	<u>Mileage Charge</u>	<u>Hourly Rate</u>	<u>SPOT Fee</u>
22 Passenger	\$ 4.00/Mile	\$50.00 / hour	CCC: \$425.00
35 Passenger	\$ 4.25/Mile	\$65.00 / hour	FCC: \$305.00
47 Passenger	\$ 4.50/Mile	\$70.00 / hour	MC: \$470.00
56 Passenger	\$ 4.75/Mile	\$75.00 / hour	RC: \$405.00



## State Center Community College District

### *TRANSPORTATION SERVICES DEPARTMENT*

#### Charter Bus Services

#### Terms & Conditions

These terms and conditions comprise the Agreement between Best Tours and/or the person(s) making this reservation, each of whom is or may be named on the reservation form (collectively “The District”).

The District acknowledges that the charge indicated on the reservation is an estimate only and the final charge may be different when final invoice is received from the vehicle provider.

If the District cancels a reservation within two weeks of the date of the charter, the District will remain responsible for all applicable cancellation fees. Likewise, any downsizing of service, vehicle size and/or hours reserved by the District within two weeks of the charter date may not relieve the District of the responsibility of paying the full contracted price. All cancellations must be processed in writing with Best Tours. Cancellations over the weekend, after normal business hours, by voicemail or on holidays are not accepted until Best Tours acknowledges.

If the charter experiences any mechanical breakdown or other delay, other than those due to traffic conditions, accidents, or any other causes beyond the control of Best Tours, Best Tours will use good faith efforts, given other booking commitments, to add any lost time at the end of the charter. If addition of lost time is not possible, Best Tours agrees to refund to the District that portion of the charges that relates to the period of time the charter is inoperable and/or disrupted. Best Tours will not be responsible for delays due to traffic conditions, accidents, or any other causes beyond its control.

The District and the District’s passengers are expected to conduct themselves in a manner so as not to cause injury to themselves, other persons, or property. In the event that the District or anyone in the District’s party causes damage to the vehicle, the District shall be responsible for the cost of repairing such damage. This includes but is not limited to vomit charges.

All vehicles are strictly non-smoking and no open containers of alcohol are allowed on any charter at any time. The District passengers are prohibited from standing on charter buses of any kind while the bus is in motion. Drivers are not allowed to begin or continue travel when the Districts passengers are standing.

The District acknowledges that it is the policy of Best Tours to comply with all applicable state and federal laws and regulations (including regulations promulgated by the United States Department of Transportation) pertaining to hours in service and required meal/rest breaks for drivers.