



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 Chiquita Manago Haywood, Purchasing Agent, at 240-567-5289, chiquita.manago@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 Chiquita Manago Haywood (fax number is 240-567-6397; e-mail chiquita.manago@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.



**MONTGOMERY
COLLEGE**
Office of Procurement

4. Send a completed and signed purchase requisition to the Procurement Office, 9221 Corporate Boulevard, Rockville, MD 20850.
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

Pickup/Drop-off Campus Building: _____

Other: _____

Bus Information

Total number of passengers: _____ (Number of students ___; staff ___; faculty ___; other ___)

Full Size Bus _____
(with rest room)

Mini Bus _____
(no rest room; generally fewer than 30 seats depending on bus company)

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

Hotel Information (College must reserve/pay for driver's room)

Name: _____

Name: _____



Travel Itinerary

CHARTER # _____
 Address: _____ Address: _____
 City/State: _____ City/State: _____
 Telephone Number: _____ Telephone Number: _____

Additional Sites at Destination (attach additional page/s if necessary):

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

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

Contact Information

Trip Information

Contact: _____ Cell Phone Number: _____
(for faculty/staff traveling on bus)
 Department: _____ Phone Number: _____

Contact: _____ Cell Phone Number: _____
(for faculty/staff traveling on bus)
 Department: _____ 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
 Central Services (CT), 9221 Corporate Boulevard, Rockville, MD 20850
 Attention: Chiquita Manago Haywood, Purchasing Agent
 240-567-5289 (tel.); 240-567-6397 (fax);
Chiquita.Manago@montgomerycollege.edu