



University of Pittsburgh Mobility Office
Charter Bus Request Form
 Please complete and return this form to receive a quote:
 Email: pittshuttles@pitt.edu



***** EFFECTIVE JULY 1, 2025, A 10% ADMINISTRATION FEE WILL BE APPLIED TO THE FINAL COST *****

Charter Number	
Department/Group Name	
Requester's Name	
Email	
Phone	
Day of Event Contact Name and <u>Cell Phone #</u>	
PITT Account Number for billing purposes	
*** <u>Estimated</u> Price Quote ***	
Vehicle and driver will report 15 minutes prior for loading purposes	
Full Departure Date <i>(example: Tuesday, July 1, 2025)</i>	
Departure Building Name and Full Address	
Departure Time <i>(time departing from destination)</i>	
Destination Building Name and Full Address	
Full Return Departure Date <i>(example: Tuesday, July 1, 2025)</i>	
Return Departure Time <i>(time departing from destination)</i>	
Group Size	
ADA Vehicle Needed (Yes/No)	
List itinerary information (if applicable) including shuttle stops, use of vehicle at destination, multiple stops enroute, etc. Continue page 2 if needed.	
Preferred Vehicle: <ul style="list-style-type: none"> • 24 passenger Transit Bus • 36 passenger Transit Bus • 44 passenger School Bus (ADA not available) • 56 passenger Motorcoach 	
Company assigned:	Vehicle Type assigned:
See page two for Vendor Cancellation Policy	Confirmation Signature: _____

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Please complete and return this form to receive a quote:

Email: pittshuttles@pitt.edu**** Booking & Cancellation Information ****

The availability and quote provided is subject to change. Charters are booked on a 4-hour minimum. The bus companies will not hold a bus and cannot guarantee that it will be available when you are ready to book your reservation. Please consider booking your trip as quickly as possible to avoid the loss of availability and quote changes.

Once your trip is booked and to avoid any charges, ALL charters must be cancelled at least 7 days prior to your scheduled departure. If charters are cancelled less than 7 days prior to your scheduled departure, you will be responsible for half of the charge quoted or a cancellation fee may be applied. In some cases, depending on the vendor, the vendor may charge full price for a cancellation if they had to forgo another booking. We understand weather conditions/cancellations are unpredictable, cancellations due to weather are under the discretion of our vendors.

ITINERARY: