

University of Pittsburgh Transportation Office

Charter Bus Request Form

Please complete and return this form to receive a quote:

Email: pittshuttles@pitt.edu

Questions: Please call (412) 624-8801

*****PLEASE MAKE SURE TO CONTACT US THE WEEK OF YOUR RESERVATION TO CONFIRM*****

Contact and Billing Information	
Charter Number	
Department/Group Name	
Requester's Name	
Email	
Phone	
Day of Event Contact Name and Cell Phone #	
Billing Address	
PITT Account Number for billing purposes	
Direct Bill	Bill through Transportation Yes/No
Estimated Price Quote	
Travel Information	
Departure Date	
Departure Location	
Departure Time (Vehicle and driver will report 15 minutes prior for loading purposes)	
Destination	
Return Departure Date and Time	
Group Size	
List itinerary information (if applicable) including shuttle stops, use of vehicle at destination, multiple stops enroute, etc...	
Vehicle Information	
Preferred Vehicle: 20 passenger; 36 passenger; 43 passenger; School Bus; Motorcoach	
Company assigned:	Vehicle Type assigned:
Confirmation sent to Group: Confirmation sent to Vendor:	See page two for Vendor Cancellation Policy and Contact Information
Bill Rec'd: ___ Bill forwarded to group ___ or paid: ___ IDC: ___	Confirmation Signature: _____

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Lenzner North Side / Shuttle Division:

Cancellation Policy:

Lenzner North Side :

Per our charter company's policies: Charters cancelled within 72 hours of the scheduled departure will be charged \$32.44 per hour times the originally scheduled charter hours. Charters cancelled within 24 hours of the scheduled will be charged the full rate originally quoted.

Lenzner Mt Nebo:

Once confirmed through our office, a confirmation will be mailed and a 10% or minimum \$100.00 per vehicle deposit is to be submitted to hold the vehicle(s). Final payment is due two weeks prior to trip departure date. The cancellation policy is as follows: When the Chartering Party notifies Lenzner Coach Lines in writing of the intent to cancel the charter agreement more than twenty-one (21) days prior to departure, the full deposit amount is refundable. Should the agreement be cancelled less than twenty-one (21) days but more than seven (7) days prior to departure, then Chartering Party shall forfeit deposit amount. Should the agreement be cancelled less than seven (7) days but more than seventy-two (72) hours prior to departure, then Chartering Party shall forfeit fifty percent (50%) of price quoted. No refund less than seventy-two (72) hours prior to departure.

For charter or dispatch information:

Lenzner Dispatch (North Side): 412-321-9822x301

Joe Blakeley 412-496-6388

Kathy Benson 610-743-0700

Lenzner Dispatch (Mt. Nebo): 412-749-4168

Itinerary: