

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 <small>(Vehicle and driver will report 15 minutes prior for loading purposes)</small>	
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: 24 passenger; 36 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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Pittsburgh Transportation Group:

Cancellation Policy:

Charters cancelled within 72 hours of the scheduled departure will be charged \$150 per bus. Charter cancelled within 24 hours of the scheduled departure will be charge the full rate originally quoted.

If PTG will be subcontracting vehicles from an outside source that requires a different cancellation policy, the modified cancellation terms will be provided with the official quote.

Charter Contacts:

Pittsburgh Transportation Group

Dispatch office 412-442-4771

Tracy Brailey – 412-913-5563

Christina Kolcun – 412-527-2383

Itinerary: