

BROOKLYN HEIGHTS BUS TRANSPORTATION TRIP SHEET

Name _____	Address _____
Cell Phone _(____)_____	Home Phone _(____)_____
Email Address _____	

TRIP DETAIL:

Trip Date _____ Driver _____ Vehicle _____ Depart Time _____ Return Time _____

Destination _____ Destination Address _____

Depart From _____

Return To _____

Number Passengers _____ Children Age <10 _____ Special Needs _____

Other Instructions _____

DRIVER USE ONLY:

Driver _____	Date _____	Vehicle _____
Start Mileage _____	Trip Start Time _____	# Passengers _____
End Mileage _____	Trip End Time _____	Notes _____

RESIDENT SIGN OFF

Signature confirming trip detail _____ Date _____

OFFICE USE ONLY

Estimated Cost of Trip _____ Total Due _____ Payment Date _____ Cancellation Fee _____

Actual Trip Mileage _____ Trip Total Hours _____ Additional Invoice Amount _____

Sent to Clerk/Treasurer _____ Notes _____

BROOKLYN HEIGHTS BUS TRANSPORTATION TRIP RULES

RESERVE A BUS

Reservations will be made through the Community Services Department. Buses are reserved upon availability of vehicle and driver. All bus trips will be confirmed after payment and deposit are received.

It is important that you have the correct number of passengers so that the appropriate vehicle is assigned to your trip. In addition, please alert the bus driver if anyone in your party will not be present for the return trip.

This service is for current village residents only and the resident must be at least 21 years of age. The person reserving the bus must be present during the entire reserved trip and takes responsibility of those traveling in the group.

The following are NOT allowed on the bus:

- Absolutely no alcohol or illegal substances
- No smoking or vaping
- Profanity and/or disrespectful language
- Mooning or other inappropriate behavior
- Eating and drinking (you may have food and/or drinks in a cooler or basket to take with you)
- Weapons of any kind

FEES

The associated fees are as follows:

- \$35 per hour
- Hopkins Airport is a flat fee of \$40
- A partial hour, greater than half, will be equal to one hour
- \$15 cancellation fee if group is a no-show or the trip is cancelled with less than 24 hours notice

The minimum deposit of \$150.00 will be held for use if any of the following situations occur:

- The trip runs longer than originally scheduled in which case your credit card will be charged the additional hourly rate due
- Damages, or leaving the bus in an unreasonable dirty condition
- Other situations, caused by the group, resulting in additional driver time
- The group is a no-show or cancels the trip with less than 24-hour notice

The deposit will be charged to the credit card on file.

SAFETY

It is recommended that all passengers wear their seatbelts at all times.

All passengers, age 17 and younger MUST wear their seatbelt at all times

All passengers must remain seated while the bus is en route

At the conclusion of the trip, if the driver feels that any passenger is inebriated or exhibits signs of impairment and appears to plan on driving after exiting the bus, the bus driver will call the Brooklyn Heights police to check the situation.