

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 _____ Deposit Amount _____ Total Due _____ Payment Date _____
Actual Trip Mileage _____ Trip Total Hours _____ Additional Invoice Amount _____
Sent to Clerk/Treasurer _____ Deposit Mailed _____ Notes _____

BROOKLYN HEIGHTS BUS TRANSPORTATION TRIP RULES

RESERVE A BUS

Reservations on the MyRec.com website. Buses are reserved upon availability of vehicle and driver. All bus trips will be confirmed through the MyRec.com registration process.

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:

- \$50 per hour
- Hopkins Airport is a flat fee of \$40 (one way)
- A partial hour, greater than half, will be equal to one hour
- The any extension of time of the trip is at the availability of the driver. If it is agreed to extend the time, the Clerk/Treasurer will invoice the resident for the additional time.
- If the group is a no-show or cancels the trip with less than 24-hour notice, - no refund will be given.
- Payment is based on the "time scheduled". If you decide to leave the event early, payment is required for the "time scheduled" and no refund will be given.

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.