

Shuttle-UM Charter Services

Trip Request Form

UNIVERSITY OF MARYLAND

charterum@umd.edu

(301) 314-7271

transportation.umd.edu/shuttle-um/charter

How it works: Complete this form and email it to charterum@umd.edu with "Charter Request" in the subject line. We'll typically respond within 5 business days with an estimate. Final trip details are due at least **10 calendar days** before departure. No payment details are needed at this stage – charter services are billed through Workday after your trip.

1. YOUR INFORMATION

REPRESENTATIVE NAME

DEPARTMENT / ORGANIZATION

EMAIL ADDRESS

PHONE NUMBER

CAMPUS ADDRESS

2. DAY-OF CONTACT

Someone who will be present on the trip or reachable by phone during the trip.

CONTACT NAME

MOBILE NUMBER

PERSONS AUTHORIZED TO MAKE CHANGES

BILLING CONTACT NAME & EMAIL (IF DIFFERENT)

3. TRIP DETAILS

TRIP DATE(S)

NUMBER OF PASSENGERS

PURPOSE OF TRIP

4. VEHICLE SELECTION

Select your preferred vehicle. Not sure? Check "Not Sure" and we'll recommend one based on your group size and trip details.

<p>Motorcoach 54 pax · Interstate & multi-day 4-hr min · Not ADA</p> <input type="checkbox"/>	<p>Large Transit Bus 37 pax · 50-mi radius 2-hr min · ADA · Limited & seasonal</p> <input type="checkbox"/>	<p>Small Transit Van 15 pax · 50-mi radius 2-hr min · ADA · Limited & seasonal</p> <input type="checkbox"/>	<p>Sprinter Van 13 pax · 100-mi radius 2-hr min · Not ADA</p> <input type="checkbox"/>
<p>SUV 5 pax · Interstate & multi-day 2-hr min · Not ADA</p> <input type="checkbox"/>	<p>Mixed Fleet Multiple vehicle types Describe below</p> <input type="checkbox"/>	<p>Not Sure Let us recommend based on your group & trip</p> <input type="checkbox"/>	

NUMBER OF VEHICLES NEEDED

NEED ADA ACCESSIBLE VEHICLE?

PREFERENCE (E. G., MOST ECONOMICAL,
EXECUTIVE-LEVEL)

5. TRIP TYPE

Check the option that best describes your trip. If none apply, describe your trip in the notes on page 2.

<input type="checkbox"/> Drop-Off / Pick-Up Drop off at a destination, bus leaves, returns later to pick up.	<input type="checkbox"/> Continuous / Shuttle Bus stays with the group and runs continuously between locations.	<input type="checkbox"/> Airport / Rail Transfer One-way transfer to/from an airport or train station.
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6. ITINERARY

If you have a separate itinerary document, feel free to attach it along with this form. Please still describe your requested service below. Include full street addresses for off-campus locations. Campus building names are fine for on-campus stops. For airport trips, include airline name, flight number, and arrival/departure time.

TIME	LOCATION & ADDRESS	INSTRUCTIONS

7. SPECIAL INSTRUCTIONS

ANY ADDITIONAL DETAILS, SPECIAL REQUIREMENTS, OR NOTES FOR OUR TEAM

8. ADDITIONAL NOTES

ANYTHING ELSE WE SHOULD KNOW?

What happens next?

1. We'll review your request and typically respond within **5 business days** with an estimate.
2. Review, sign, and return the estimate within **14 days** to confirm your vehicle.
3. Final trip details are due at least **10 calendar days** before departure.
4. We'll send driver contact info before your trip. Billing happens after service through **Workday**.

Trips are not booked and vehicles are not reserved until a signed estimate is returned and written confirmation is received.

View current rates and policies at transportation.umd.edu/shuttle-um/charter