

Submit this form to shuttle@kennesaw.edu



Checks:
To: Kennesaw State University
For: KSU Charter Services

Mailing Address:
Attn: KSU Charter Services
3213 Campus Loop Road
Kennesaw, GA 30144
MD 5300



KSU Charter Services Request Form

Service requests must be received **10 business days** prior to event date.

CONTACT INFORMATION

Group Name: _____
Contact Name: _____
Email: _____
Work Phone: _____ Mobile Phone: _____

Select payment method. Invoices are emailed one week after completion of service.

KSU AFFILIATED KSU ATHLETICS CHECK / NON-AFFILIATED*

Speedchart # _____

Account # _____

*Non-affiliated must submit security deposit equal to 1/2 of quoted cost. Payment must be received 3 days prior to service.

CHARTER TYPES & COSTS

Vehicle	Passengers	Seat Layout	3 Hr Minimum	Additional	ADA	Max one-way
Van	11 + 1 wheelchair		\$255	\$85/hr	Yes	50 miles
Bus	34	coach style	\$360	\$120/hr	Yes	50 miles
Bus	35	transit style	\$396	\$132/hr	Yes	50 miles

*A 6% local sales tax charge will be added if a Foundation account is used for payment.

CHARTER INFORMATION

Event Name _____
Start Date _____ End Date _____
Start Time _____ End Time _____
Number of Passengers _____
Type and # of Buses Van _____ Shuttle Bus _____ Transit Bus _____
Requested # of Hours _____

PICK-UP INSTRUCTIONS

DESTINATION DETAILS

ADDITIONAL INFORMATION

I have read and agree to the KSU Charter Services policies.

Signature

Date

KSU Charter Services Policies

Charter Request Submission and Approval

-Requests must be submitted at least 10 business days prior to the event. Approval or denial of service will be provided in an email within 3-5 business days of the request being received, and will provide a quote of cost for the service being requested. The requestor will then need to provide a confirmation email stating their acceptance of the service being offered, commitment to pay, and agreement of stated charter policies.

-We are unfortunately unable to fulfill all requests. Our ability to provide charters is based on availability of vehicles, drivers, and our primary academic obligation to serve our students, faculty, and staff. If we are unable to serve your charter needs we will provide you with a list of other local charter providers.

Request Guidelines

-During the academic school year we are unable to provide charters Monday-Thursday, between the hours of 7 AM to 7 PM.

(Exceptions may apply for academic/department sponsored events.)

-Charters are subject to a 50 mile radius of the Kennesaw and Marietta Student Center.

-We are unable to provide overnight charters.

-Charter requests may be for a maximum of 12 hours, 8 of which may be drive time.

-Standing is not permitted on charter vehicles traveling 55 miles per hour or higher. Based on destinations, the Department of Transportation further reserves the right to determine whether standing passengers will be permitted.

-Charter service to the following types of venues is prohibited: night clubs and adult entertainment venues.

-Unless exempt, applicable sales tax will still apply. Parking fees and tolls will be charged if encumbered during the service.

-Non-affiliated groups or individuals must provide a security deposit three business days prior to scheduled service. Security deposit is equal to 1/2 of the quoted cost of services requested. Checks are to be made out to Kennesaw State University.

While on Board

-No signage or markings of any kind may be placed on the window, vehicle door, exterior of the vehicle, or the interior of the vehicle.

-The following are prohibited on Department of Transportation vehicles: eating, drinking, glass containers, alcohol, weapons, tobacco products, e-cigarettes, illegal drugs, hazardous materials, and animals (with the exception of registered service animals).

Cancellations

-Cancellations and modifications are allowed up to 72 hours prior to time of service without penalty. These change requests must be submitted via email: shuttle@kennesaw.edu. All cancellations received 72 hours prior to time of service will be subject to a penalty equal to the minimum 3 hours of service for each vehicle being chartered. Modifications received less than 72 hours prior to the time of service will be reviewed on a case by case basis. Service modifications may not be requested of the driver on the day of service.

Damage Fees

-A cleaning fee of \$200 will be added to any charter if the vehicle is not returned in a reasonable condition.

-Costs for any damages caused by the chartering group will be billed to the responsible department, group or person.