

ASA Transit seeks to be the premier coordinator of bus charters for student group and college sponsored events. ASA Transit Charter Service offers competitive prices and the convenience of travel to/and from the Yale campus, an administrative business office on campus, and student managers that are readily available to serve the Yale community.

ASA Transit Charter Service Contract

Contract #: _____

Contract date _____

Name of group/college & event _____

Contract administrator & contact information _____

Return itinerary- include exact addresses and times

On-site coordinator and contact information _____

Departure date, time, & address _____

Departure itinerary- include exact addresses and times

Number of buses (54 seats per bus)

Total cost _____

Payment must be made in full two weeks prior to travel event; no refunds, no cancellations.

Notes: _____

ASA Transit agrees to: respond to all charter service requests in person, by email, or by phone to gather the contract travel details and provide the contract administrator a quote for the total cost based on the information provided. On the day(s) of the event, a Transit manager will be on-site at Yale to confirm the details of the itinerary with the bus driver and will be available by cell phone to handle any scheduling problems that might arise during the trip.

The Designated Contract Administrator agrees to comprise the Yale passenger list, to ensure that all passengers sign (1) the Assumption of Risk wavier and acknowledge the Rules and Regulations of ASA Transit and bus company. The contract administrator and/or on-site coordinator assume responsibility for boarding the bus, keeping attendance, and forwarding signed Assumption of Risk waivers to the appropriate Yale department.

Signatures and Date:

ASA Transit _____ **Printed Name & Date** _____

Contract Customer _____ **Printed Name & Date** _____

On- site Coordinator _____ **Printed Name & Date** _____