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## **Transportation Request Guidelines:**

Guidelines for reserving campus bus and van transportation service are as follows:

1. Due to the limited number of vehicles available for campus transportation, it is recommended that transportation requests be made 30-days in advance.
2. Transportation requests must be authorized by the Department Dean, Vice President or Assistant Vice President.
3. Transportation requests should be limited to a 150-mile radius of CCNY. Longer distances will be considered on a case-by-case basis.
4. The costs for any overnight lodging for the drivers will be the responsibility of the department requesting the transportation services. We encourage that transportation requests be limited to an 8-hour work day. The Facilities Department reserves the final decision for the length of time that a driver may work in any given day.
5. a) The rate schedule for transportation is as follows and includes the cost for labor, equipment and fuel:

12 Passenger Van	= \$55.00/hour
Access-a-ride Bus	= \$60.00/hour
40 Passenger Bus	= \$80.00/hour

b) The rate for transportation vehicle ONLY is as follows:

12 Passenger Van (Van Only) = \$22.00/hour

- **Any person driving a University vehicle must be a University employee, & have a Driver's License valid in NYS.**

6. Toll charges and any other ancillary cost that is incurred to fulfill the transportation request will be the responsibility of the requesting department.
7. The CCNY Transportation Request Form needs to accompany any request for transportation services.
8. **Email completed The completed Transportation Request Forms to the Facilities Department at [facilities@ccny.cuny.edu](mailto:facilities@ccny.cuny.edu) and, be sent with the subject line saying "Transportation Request".**
9. Questions regarding transportation services can be made to the Facilities Department at (212) 650-8675.



## Transportation Request Application

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Name of Department: \_\_\_\_\_

Name of Requester: \_\_\_\_\_

Number of Passengers being transported: \_\_\_\_\_

Date of Transport: \_\_\_\_\_

Time of Transport: \_\_\_\_\_

Purpose of Transport: \_\_\_\_\_

Street Address for Transport: \_\_\_\_\_

Is this transport in excess of 150 miles (yes/no): \_\_\_\_\_

Will this transport require an overnight stay (yes/no): \_\_\_\_\_

Total Hours: \_\_\_\_\_

Signature of Dean / Vice President / AVP: \_\_\_\_\_

Date \_\_\_\_\_

- Your Transportation Request will be evaluated against the needs and ability of the Facilities Department to provide the transportation you desire.
- Transportation services will be billed to the requesting department at the fixed rates shown below plus any ancillary costs incurred, such as bridge tolls. Hourly rate fees for transportation services are portal to portal with the exception of time spent during overnight accommodations.

Van (Van Only) = \$22.00/hour  
Passenger Van = \$55.00/hour  
Access-a-ride Bus = \$60.00/hour  
40 passenger Bus = \$80.00/hour

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To be completed by Facilities Department:

Can this transportation request be provided (yes/no) \_\_\_\_\_

Additional Comments: \_\_\_\_\_

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