

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 Van	= \$60.00/hour
32 Passenger Bus	= \$80.00/hour

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

12 Passenger Van (Van Only)	= \$22.00/hour
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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 Transportation Request Forms to Khadesha Maxim at kmaxim@ccny.cuny.edu and, to the Facilities Department at facilities@ccny.cuny.edu
9. Questions regarding transportation services can be made to the Facilities Department at (212) 650-8675.

Office of Facilities Management
Transportation Request Application

Name of Department _____

Name of Requestor _____

Number of Passengers being transported _____

Date 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) _____

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.

Passenger Van = \$55.00/hour
Access-A-Ride Van = \$60.00/hour
32 Passenger Bus = \$80.00/hour

To be completed by Facilities Department:

Can this transportation request be provided (yes/no) _____

Additional Comments: _____
