



All charters are based solely on available resources and requests are on a first come first served basis. Requests can be made at: <https://pts.uccs.edu/transportation/charter-service> or in certain cases directly with the assistant transportation manager at trans@uccs.edu for bulk or repeating requests. During Fall and Spring semesters, charters are mainly available on weekends with very limited weekday availability due to campus shuttle operations. During Summer and school breaks, charters are available throughout the week. Separate contracts are created for each charter-date needed and should be requested at least 7 business days in advance of your departure date. We will accept charter requests up to eight months in advance but may not be able to confirm resources prior to 90 days in advance. Once received and reviewed, you will be contacted by the Transportation office to confirm the status of the request. Charges can only be billed to your department's Speed-Type and no credit card transactions are available. If your request is going through Event Services or Conferencing Services, then charges will be handled through those groups.

Charter Policies:

- ***Tolls are now paid by Transportation and billed to requester once invoice is received by the toll authority.***
- Standard bus capacity is 28-32 passengers. Disability passengers may reduce this available seating.
- Buses have no extra storage space. Any luggage or equipment may reduce available seating.
- Requester must email a required roster form to UCCS police dispatch and transportation prior to departure.
- No smoking, e-cigarettes, vapes, or alcohol may be used or consumed on the buses.
- Passengers are responsible for all loading and unloading of luggage and equipment.
- Buses do not have bathrooms and passengers should plan accordingly.
- The maximum destination range must be within a 100-air mile radius of the UCCS campus.
- Max speed for buses is 65-70 MPH per policy.
- Buses are not like passenger cars and take longer to navigate traffic in most cases. Drive time is calculated using Google, plus 20%, and the time is rounded up to nearest whole hour for one way travel. Example: Google forecasts one-way travel as 1 hour 25 minutes, so it will be rounded and billed as 2 hours.
- Drive Time Rates are set for buses up to 32 passengers, and over 32 passengers as follows:
 - <https://pts.uccs.edu/transportation/charter-service> (rates normally updated annually)
- Billing is subject to shift premium and overtime multipliers based on the charter request.
 - Monday to Thursday after 4pm, 7.5% premium.
 - Friday 4pm to Monday 6am, 20% premium.
 - Holidays and Overtime, 50% premium.
- Buses must be left free of trash with clean seats, seatbelts, and floors. Extended cleaning fees may apply if transportation deems condition is beyond normal upon return of the charter.
- Cancellations of 7 or less business days will result in a \$80 cancellation fee per chartered bus.
- Billing is based on the contracted plan. If in good faith you stick to the itinerary, you will not be billed for minor road condition issues, however, if your plan is extended, stops added, major roadway issues occur, or flights are delayed, your bill will be adjusted accordingly. (Travel during forecasted weather will be billed at actual times)
- Availability is a critical part of the process. A charter request is not complete until UCCS Transportation Services has confirmed service and completed a signed contract. All requests are based on current availability, and we have a limited number of buses and staff. Our primary mission is to run campus shuttles first, then fulfill charter requests as resources allow.
- No flammable liquids, hazardous or combustible materials can be transported.
- The charter driver will normally contact the listed Point of Contact (POC), 1-3 days in advance.