



Charter Terms & Conditions

Please carefully review the Terms & Conditions before filling out the request form on pages 5 & 6.

OCCT provides charter services to organizations or groups affiliated with Binghamton University. Our buses can travel across upstate New York within a 100-mile radius of campus, with exceptions by approval. We do not cross state lines or enter New York City. Charter service is available on a first-come, first-served basis and only when it does not interfere with regular service. OCCT reserves the right to refuse service to any group based on prior experiences.

Making Arrangements

- **All Charters must be arranged with the PR Coordinator at least 2 weeks or 10 full business days in advance.**

For SA groups:

- No deposit is necessary. We will send you a bill for your records and automatically deduct the balance from your SA account once the charter is over.

For non-SA groups affiliated with Binghamton University:

- Same as above, although invoice(s) will be issued within seven (7) days after the charter.

For groups not affiliated with the SA or Binghamton University:

- A 50% deposit of the estimated cost of the charter will be required ten (10) business days before the charter date. **No exceptions.** Invoice(s) will be issued within seven (7) days after the charter.

Confirmation

- All charter groups will be provided with a charter cost estimate and itinerary and will be required to sign off on both at least seven (7) business days before the charter date. Failure to do so will result in the automatic cancellation of the charter. **No exceptions.**

Cancellations & Changes

Cancellation Date	Fee
Up to four (4) business days before the charter date	\$0.00
One (1) to four (4) business days before the charter date	\$55.00 per bus
Twenty-four (24) to three (3) hours before the charter start time	\$90.00 per bus
Three (3) hours or less before the charter start time	Full estimated cost of the charter

- Changes in departure/arrival time or location must be cleared with the PR Coordinator at least two (2) business days in advance and must be requested by the individual who originally filled out the request. A charter that runs over the contracted time may be delayed or canceled to accommodate other previous arrangements.

**DO NOT PRINT THIS PAGE! AFTER READING THE ENTIRE DOCUMENT, PLEASE
PROCEED TO THE NEXT PAGES FOR THE REQUEST FORM & SUBMISSION
INSTRUCTIONS**

- In the event of OCCT having to cancel your charter due to unforeseen circumstances, your full deposit will be refunded. In these cases, we will try our best to give prior notice, though it is not always possible.
- Charter service is an auxiliary service of our regularly scheduled runs and is **not guaranteed**. We do not assume any responsibility for any costs accrued by the chartering group due to cancellations or breakdowns of our buses.
- The driver of the charter will wait no longer than 20 minutes after the scheduled start time of the trip before leaving for the destination. If there are no passengers at the end of this 20-minute timeframe, the charter will be considered canceled, and the group will be charged the full charter cost estimate or \$90.00 per bus, whichever amount is greater.
- If multiple buses are requested for a charter the full cost of each bus will be charged. The aforementioned cancellation policy applies to each bus chartered.

Costs

- For **SA Groups**, the rate for each chartered bus is \$100.00 per hour per bus.
- For **non-SA, University-affiliated groups**, the rate for each chartered bus is \$110.00 per hour per bus.
- For **non-SA and non-University-affiliated groups**, the rate for each chartered bus is \$120.00 per hour per bus.
- **There is a minimum charge of three (3) hours per bus.** If there is any excessive trash or vomit left on the bus, the group will be billed an additional \$45 clean-up fee. All rates are subject to change.
- The hourly rate is the same for driving time and layover time (the time the driver spends waiting for the group). You will be billed for the driver's entire time contracted on this charter contract (even if you return early), plus any additional time accrued (if you return later than specified).
- The hourly rate will increase by \$10 per hour beginning at midnight for all charters contracted.
- A \$30 handling fee will be charged for each charter. Charters spanning multiple days may be charged an additional handling fee.
- A mandatory charge of 0.5 hours for an NYS-mandated pre-trip safety inspection and 0.5 hours for an NYS-mandated post-trip safety inspection will be charged in addition to the trip length.

Payment

- You will receive an invoice shortly after your charter. Payment is due thirty (30) days from the date of the invoice. All payments are to be made payable to OCC Transport. Please include the charter invoice number on all checks and money orders. There is a \$30.00 service charge for all checks returned for any reason. Any past-due accounts (payments not received within 30 days of the invoice date) will incur a monthly finance charge of 1.33% of the invoice amount. Your group may contract no additional charters until payment in full has been received.

**DO NOT PRINT THIS PAGE! AFTER READING THE ENTIRE DOCUMENT, PLEASE
PROCEED TO THE NEXT PAGES FOR THE REQUEST FORM & SUBMISSION
INSTRUCTIONS**

Miscellaneous

- For trips of ten (10) miles or less in length, full bus capacity is allowed. For trips longer than ten (10) miles, the passenger limit will be the seating capacity of the bus (37 blue buses, 18 green shuttles).
- All equipment or baggage must be stored underneath or between the seats and out of the aisles, and not blocking any emergency exits for the duration of the charter.
- Each group is responsible for its passengers. Please make sure that the bus is clean at the end of the trip or we will have to charge you the clean-up charge (see Costs section). You will be expected to pay for the repair of any damages to the bus caused by your group. All persons on an OCC Transport bus are subject to the rules outlined in the Binghamton University Code of Conduct.
- Directions must be provided by the chartering organization when submitting a completed request and deposit.
- We do not charter buses to private residences. Buses that run between the hours of 2:00 am and 7:00 am will only be chartered under special circumstances, at the discretion of the PR Coordinator.
- If the charter is being performed gratis (which means the driver is a member of your group/class/org and/or is willing to volunteer their time), the hourly rate will be reduced by \$15.00 per hour.
- **Charters requested less than two weeks in advance may be charged a \$50 late fee.**

Charter Policies

- The following are prohibited at all times on an OCCT bus: smoking, illegal drugs, or any combustible fluids; loud or rowdy behavior; bicycles; anything else that may endanger the safe operations of the vehicle. The driver has full discretion to remove the items or disruptive passengers from the bus, or cancel the charter should the situation warrant.
- Any verbal or physical harassment made toward an OCCT bus driver will result in the filing of a formal complaint regarding that individual to University Police by the driver and OCCT.
- If the bus is defaced or vandalized in any way, the chartering organization will be held responsible.
- The driver retains the right to cancel the charter any time they feel the group is acting in a manner that misrepresents the campus community or endangers the safety of the bus or other passengers.
- OCC Transport, Inc., its drivers, and its employees shall not be held responsible for any personal property that is lost or damaged during the charter.

**DO NOT PRINT THIS PAGE! AFTER READING THE ENTIRE DOCUMENT, PLEASE
PROCEED TO THE NEXT PAGES FOR THE REQUEST FORM & SUBMISSION
INSTRUCTIONS**

**PAGE INTENTIONALLY LEFT BLANK
CONTINUE TO PAGES 5 & 6**

**PLEASE ONLY SUBMIT PAGES 5 & 6 TO THE PR COORDINATOR – DETAILS
BELOW**

To return this form to the PR Coordinator:

Email: pr@occtransport.org | Fax: 607-777-6990 | OCCT Office: Univ. Union UUW-B20



Charter Request Form

Rates

SA Groups: \$100.00 per hour per bus \$110.00 per hour per bus after 12:00 AM	Office Use Only: Alt. Rate: Hours: Director Approval:
Non-SA Groups (University Affiliated): \$110.00 per hour per bus \$120.00 per hour per bus after 12:00 AM	Non-SA, Non-University Affiliated Groups: \$120.00 per hour per bus \$130.00 per hour per bus after 12:00 AM
All Groups: \$30.00 handling fee 3-hour minimum charge (2-hour charter + 1-hour mandatory safety inspection) 100-mile radius in-state limitation (Exceptions by approval – no charters to New York City) Additional fees may apply as per the Charter Terms & Conditions	

Group Information

Today's Date:	<input type="checkbox"/> SA Chartered – Acct. No.:
Group Name:	<input type="checkbox"/> Non-SA – Billing Address:
Contact Name:	Phone Number:
Email Address:	Desired Driver (if applicable):

To return this form to the PR Coordinator:

Email: pr@occtransport.org | Fax: 607-777-6990 | OCCT Office: Univ. Union UUW-B20

Charter Information

Charter Date(s):		Destination(s):
Estimated number of Riders:	Number of buses:	Pickup Location:
Charter Start Time:	<input type="checkbox"/> Non-Shuttle Charter – Destination Departure Time:	
	<input type="checkbox"/> Shuttle Charter – Shuttle Times:	
Name & Phone Number ¹ of Passenger Responsible for Group ² :		
<p>¹ Please provide a cell phone number for someone who can be easily reached during the charter. ² This person is required to ride the charter and will take responsibility for the other passengers on the bus as per the Charter Terms & Conditions.</p>		

Detailed Charter Itinerary

Please read the attached Charter Terms & Conditions and sign below to indicate your agreement. Requests will not be accepted without a signature.

Signature _____ Print Name _____ Date _____