

CRec Bus Operations Travel Itinerary Form/Travel Policies

These instructions apply to any group using the CRec fleet and will be strictly adhered to on every trip, regardless of the user group.

User group must complete a separate form for each day of use

Form Instructions:

- If help is needed filling this out, please review the “Sample Trip Itinerary” on this site under the link “Itinerary Information” under the Shuttle Bus Operations drop-down menu
- This form is not required for an airport shuttle or local shuttle assignment
- Complete all required sections with complete information
- Use note box for any special instructions, be brief
- When listing venue/lodging information, be thorough. Phone contact required

User Group Restrictions:

- User groups may not make stops at a private residence or any other location without prior approval from the Bus Operations Staff and they must be listed on this itinerary. This does not include group meals at appropriate venues.
- Use of alcohol or non-pre-approved prescription drugs are prohibited on any trip from departure to completion, regardless of the user group or age of the traveler

Driver Responsibilities:

- Drivers are not allowed to deviate from this itinerary without approval from Bus Operations staff
- Drivers have the authority to deny stopping at venues where they have concerns about these restrictions being adhered to
- Drivers will report any policy violations or misconduct to Mike Campitelli for further review

User Group:	Destination:	Date:
-------------	--------------	-------

Leader:	email:	Phone:
---------	--------	--------

Hotel:	Address:	Phone:
--------	----------	--------

Activity Venue:	Address:
-----------------	----------

Time:	Action:
Time:	Action:
Time:	Action:
Time:	Action:
Time:	Action:
Time:	Action:
Time:	Action:
Time:	Action:
Time:	Action: