



23-Passenger Shuttle Bus Information Sheet

- 23 High Back passenger seats
- Interior overhead storage
- Large rear-storage area with locking door
- DVD monitors with player
- USB ports in selected seats

Please read all information carefully

- All trips are based on driver availability with Campus Rec groups receiving priority scheduling
- Travel leaders will be responsible for signing on the Driver Log Form to verify hours of use and payment information. Any disputes by the Travel Leader must be written down on the Driver Log Form for review by the CRec Director

Vehicle Rental Information:

- Any user hours past midnight will be billed at \$50.00 per hour. This includes driver time refueling and performing the post-trip vehicle inspection
- For multi-day trips, driver lodging and daily bus rental fee is required for and additional days
- Additional cleaning or damage to the vehicle, interior or exterior, will be billed to the user group

Spokane Airport Shuttle

- \$75 flat rate, includes driver costs, gas and mileage
- User groups are assessed a 9% Employee State/Federal tax charge based on total hours for the driver

Standard day trips or local/campus shuttle service

- \$25 per hour for driver; \$37.50 for hours driving past midnight
- 9% Employee State/Federal tax charge based on total hours for the driver
- \$75 daily bus rental for Campus Rec groups
- \$125 daily bus rental for non-Campus Rec groups
- User group is billed for all gas used during the trip

Multi day trips

- \$25 per hour for driver; \$37.50 for hours driving past midnight
- 9% Employee State/Federal tax charge based on total hours for the driver
- \$75 per day bus rental for Campus Rec groups
- \$125 per day bus rental for non-Campus Rec groups
- User group is billed for all gas used during the trip
- User groups is responsible for driver single room in suitable hotel lodging

Cancellation Policy

The rental group may cancel without penalty by phone or email at least 5 business days prior to departure date. Cancellations within 5 business days of departure date are charged the daily bus rental fee for all days requested on the original reservation

Billing Information:

Groups requesting use of the bus(s) will be required to:

- Complete the online Bus Registration Form
- Submit a complete and thorough Trip Itinerary when confirming the bus use
- Provide a proper EWU Index number to bill the charges to