



Transportation Services - Campus Bus Terms and Conditions

Itineraries

All Itineraries are due no less than 7 days prior to departure. The charter party is responsible for any additional charges due to itinerary changes and/or damage done to the motor coach due to actions of any person within the group. Itinerary changes less than 24 hours prior to departure are subject to a \$50.00 fee.

Cancellations & Itinerary Changes (Contracted Fees Subject to Vendor Terms) *

All Cancellations and Itinerary changes must be made in writing	
Date	Penalty
Greater than 14 days prior to departure	No Charge
2 to 14 days prior to departure	\$100.00
Less than 24 hours prior to departure	\$250.00
No Show fee	\$330.00

*Transportation Services Campus Bus reserves the right to cancel scheduled charters due to inclement weather or unforeseen circumstances. At the discretion of the customer, TS Campus Bus will make every effort to reschedule the charter with a local vendor. Current vendor rates will apply to the newly scheduled charter.

Luggage

Luggage handled by the driver will be in and out of the luggage bays only. Personal baggage and other property brought on the bus will be handled at the passengers own risk and must fit in the overhead bin or on the floor under the seat in front of them, not to interfere with other passengers comfort. Any drugs or substances deemed illegal by State and Federal authorities are not allowed on any MSU vehicle.

Chauffeurs

Drivers are limited to 10 hours of driving time followed by 8 consecutive hours off.

Other Terms and Conditions

MSU Transportation Services pledges to put forth our best efforts in carrying your group with reasonable speed, safety and comfort. However, scheduled times cannot be guaranteed, nor can we be responsible for delays caused by Acts of God, road construction, mechanical difficulties, weather conditions or traffic. Department pays toll/parking fees for all charters. Department makes reservation and pays room fee for driver on overnight charter. Charters that originate on or include designated MSU holidays include a 40% surcharge. Smoking and open alcohol are not permitted in MSU buses. Firearms and other weapons are not allowed in the passenger compartment. Contracted charters are subject to vendors Terms and Conditions. Up to a \$100 clean up fee may be charged for the return of an excessively dirty bus.

Please sign and return to: fax: 517.353.4510 or email: campusbus@ipf.msu.edu.

Print Name _____ Date _____ Signature _____