

# LTD Charter Service Request Form

Use this form to request a bus for a special event or private group. Submission of this form does **not** guarantee service. All requests are reviewed in compliance with federal regulations.

## SECTION 1: Requester Information

Organization Name: \_\_\_\_\_

Type of Organization:

Government

Nonprofit (e.g., serving seniors, low-income, or people with disabilities)

Private Company

Other: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title/Role: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

## SECTION 2: Event Information

Name of Event: \_\_\_\_\_

Event Type/Purpose: \_\_\_\_\_

Event Location(s): \_\_\_\_\_

Date(s) of Service: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Is this a public or private event?

Public (open to the public)

Private (invitation-only or closed group)

Is your organization charging attendees a fee to participate or ride?

Yes

No

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_



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### SECTION 3: Service Details

Estimated # of Passengers:\_\_\_\_\_

Pickup Location(s):\_\_\_\_\_

Drop-off Location(s):\_\_\_\_\_

Number of passengers expected:\_\_\_\_\_

Do you require wheelchair-accessible vehicles?

Yes

No

Additional Information or Special Requests:

### SECTION 4: Required Disclosures

Have you contacted any private charter bus companies about this request?

Yes

No

If yes, please list:\_\_\_\_\_

Does your organization qualify under any of the following exceptions? (Check all that apply)

Government business

Qualified nonprofit (serving seniors, people with disabilities, or low-income individuals)

Emergency/hardship situation

No private providers available

Please submit any documentation supporting your qualification.

### SECTION 5: Signature

By signing below, I certify that the information provided is accurate to the best of my knowledge, and I understand that submission of this request does not guarantee service.

Name:\_\_\_\_\_

Signature:\_\_\_\_\_Date:\_\_\_\_\_

### Submit Completed Form to:

Email: [LTD@LTD.org](mailto:LTD@LTD.org) | Mail: P.O. Box 7070, Springfield, OR 97475-0470

Phone (for questions): 541-687-5555 | Website: [LTD.org/Charter-Service-Request](http://LTD.org/Charter-Service-Request)



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