

## Michael's Transportation Service, Inc.

140 Yolano Drive  
 Vallejo CA 94589  
 Phone: (707) 643-2099  
 Fax: (707) 643-4454  
 Dispatch: (707) 643-2099  
 www.bustransportation.com



Number: 418137  
 From: feliciah@bustransportation.com  
 Sales Associate: Felicia Harrison  
 Order Date: 10/30/2019  
 Customer NO.: 2315  
 Number of Vehicles: 3  
 Phone: (530) 574-4911  
 Fax: (530) 757-5350

HARPER JR HIGH SCHOOL  
 4000 EAST COVELL  
 DAVIS CA 95616-

Pickup	Destination	Amount	Misc. Charges	Total
Tuesday 3/24/2020 Spot: 08:00AM Depart: 08:15AM  HARPER JR HIGH SCHOOL 4000 EAST COVELL DAVIS CA 95616- Return 3/24/2020 12:30PM Vehicle Type: SCHOOL BUS  STATE CAPITOL 1400 10TH ST (10TH @ L ST) SACRAMENTO CA Depart From Destination 3/24/2020 12:00PM  GREG BRUCKER - Mobile Number: (530) 574-4911 Number of Passengers: 125 3 BUS MOVE  Additional Pick-Up \$25.00		\$785.00	\$25.00	\$810.00
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Additional Pick-Up	\$25.00	
<b>Total Misc. Charges:</b>		<b>\$75.00</b>
<b>Total:</b>		<b>\$2,430.00</b>
<b>Amount Paid:</b>		
<b>Balance Due:</b>		<b>\$2,430.00</b>

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### CONTRACT TERMS

*A 20% NON-REFUNDABLE deposit may be required to secure your reservation. Remaining payment is always due 10 (ten) business days prior to services rendered, unless other prior financial arrangements have been approved by Michael's Transportation Service, Inc.*

#### 1. GENERAL TERMS:

- A. At end of trip customer is requested to walk the bus to inspect with the driver.
- B. There is a 20% non-refundable booking fee for 4 or more buses (4 or more buses are considered "Big Bus Moves")
- C. Please note: Driver can not drive more than 10 hour in any 24 hour period.
- D. If you exceed the times of the contracted trip and the driver runs out of legal hours to drive or be on duty, you will be charged for an additional driver and/or bus. By law, a school bus driver has 16 on-duty hours. Of those 16 hours, he is legally permitted to drive for a total of 10 hours (per day). They must have at least 8 hours in between shifts to be off duty and rest.

#### 2. PAYMENT TERMS:

- A) Unless otherwise approved by Michael's Transportation Service, Inc., payment is due in FULL prior to your trip. Payment can be made via Check to driver, Purchase Order (PO), or Credit Card Authorization;
- B) If using a Purchase Order, please provide a copy of the actual Purchase Order prior to trip date.
- C) We do not accept cash for trip payments, please see (A) above for acceptable payments.
- D) Trips quoted/booked over six months before the date of service are subject to any and all rate increases that occur. "Not to exceed 3%"

#### 3. CANCELLATION POLICY: EFFECTIVE AUGUST 1, 2019

- A. Cancellations made within 2-7 days of reservation date, 50% of total booking cost will be charged.
- B. Cancellations made within 24Hrs and on the day of your trip and or Cancel on the spot (Bus and driver dispatched) – 100% of total booking cost will be charged.
- C. Reservation are subject to cancellation if customer has not called to reconfirm the reservation prior to the trip.
- D. Cancellations due to weather customer will be charged a 50% fee and if rescheduled before end of school fee is applied to the reschedule trip. Please when rescheduling trip please refer to original order number.
- E. Orders with multiple buses please refer to the above policy (line A and B) when cancelling any buses in that order. Example (If the order has 7 buses and you cancel 2 of the buses)
- F. Cancellations for trips booked over six months prior to our busiest months - in May and June will be billed at 100%. Because your trip was booked, we turn down other business. If you cancel, we are at a loss because we would be unable to retrieve that business.

#### 4. OVERTIME POLICY:

- A. Overtime charges will apply if actual return time exceeds contract return time.
- B. School Bus is \$100 per hour in increments of 15 minutes.
- C. Motor Coach and Limo Bus \$150 per hour in increments of 15 minutes.
- D. Party Bus \$175 per hour in increments of 15 minutes.

#### 5. OVERNIGHT STAY:

- A. Any trip requiring driver to stay overnight, the customer is responsible for paying for the hotel at least 10 days before the trip.

#### 6. PARKING FEES:

- A. Customer is responsible for any parking fees if deemed necessary.

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B. Pricing for parking vehicle is not included in price. Customer is responsible to pay for fees on-site.

7. CLEANING & DAMAGE FEES:

- A. Customer is subject to cleaning and/or damage fees if deemed necessary.
B. Customer is responsible for ensuring the vehicle is clean prior to ending of trip(s).

8. ALCOHOL POLICY:

- A. No alcohol maybe allowed without prior notice as to additional fees will be applied.
B. No alcohol may be consumed by any persons unless all passengers are twenty-one (21) years of age.
C. Michael's Transportation reserves the rights to refuse service if conduct of passenger(s) becomes hazardous or unsafe to other passenger(s) and driver.

9. RUSH FEE:

- A. Any reservation booked within 48 hours of trip date may be subject to a rush fee of \$100.

10. GRATUITY:

- A. Gratuity is not included in the price unless specified.
B. Gratuity is Optional, except for weddings where a 15% gratuity will be applied.
C. If you would like to add gratuity for the driver in advance, please let us know.

11. DRIVER & CONTACT INFORMATION:

- A. If requested, the assigned drivers name and work phone contact number can be provided. Driver information is not available till 2-3 business days prior to the trip. Direct contact with drivers is allowed after the driver has picked up your group. Drivers can not be contacted while they are driving.

\*\*Michael's Transportation Service, Inc., is not responsible for any items left on the bus during or after trip(s)\*\* If your item is found, it will be delivered to the originating yard and it is customer's responsibility to make arrangements to pick up the item from that specific yard.

Please sign this agreement and return via email and or fax at {(707) 643-1906} confirm your trip, terms and conditions. Price is based on time and miles given when ordered. Final costs may be adjusted accordingly. Thank you for your business!

Table with 2 columns: CUSTOMER'S SIGNATURE, DATE

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### CREDIT CARD AUTHORIZATION

DATE: \_\_\_\_\_ AMOUNT: \_\_\_\_\_

CARDHOLDER'S NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

FOR PAYMENT OF: \_\_\_\_\_

TRIP #: \_\_\_\_\_

INVOICE #: \_\_\_\_\_

CARD TYPE: (CHECK ONE)     VISA     MASTERCARD     AMEX\*     DISCOVER\*     OTHER

\*3% Processing Fee on Total Amount. (AMEX and Discover)

Email Receipt to: \_\_\_\_\_

CARD #: \_\_\_\_\_

CARD EXPIRATION DATE: \_\_\_\_\_

VERIFICATION CODE: \_\_\_\_\_

3 Digit Code on Back of Card

I agree to pay the above charge according to the card issuer's agreement. I understand that my signature on this contract will serve as my authorization on the credit charge slip. We appreciate your business!

Signature: \_\_\_\_\_ Date: \_\_\_\_\_