

# MICA Transportation Services

## Academic And Special Event Transportation Request Form Updated Fall Semester 2019

- **Due to a high volume of transportation requests, all requests for services must be received at least ten (10) business days PRIOR to the date that is being requested.** Forms must include complete addresses, locations, times, and full department account codes (requests without full account codes will not be processed). **Request now must be signed by your Department Chair or a Supervisor.** The Price Chart Below shows the different costs for reserving MICA Shuttle Buses. Your MICA department will be charged per MICA vehicle that is requested, and vehicles may make multiple runs if the locations are near one other.
- All requests must be submitted through email only (please send all requests to [transportation@mica.edu](mailto:transportation@mica.edu)), and are processed on a first-come/first-served basis. Once received, Transportation Services will contact you regarding confirmation or to make adjustments.
- For safety reasons, all transportation that MICA provides outside of the Baltimore Beltway (I-695) will be limited to the use of the 25-passenger bus only, pending availability. Trips inside the Beltway may be accommodated by any of our shuttles, pending availability. All transportation needs outside of the Baltimore–Washington Metropolitan area (to places such as PA., DE., VA., etc.) will require the use of a bus or coach of an independent contractor, as MICA shuttles cannot travel outside a one hour travel time range or fifty miles distance. For any trips that require the use of an independent transportation service, your department will be charged the contractor’s full fee instead of MICA’s flat rate.
- Toll roads will not be used. Drivers do not carry cash + shuttles are not equipped with EZ Pass. If a trip organizer want to access a toll road, or one cannot be avoided, trip organizer must supply cash at the time of toll.
- To ensure the timeliness and accuracy of your trip, we ask that specific directions be provided to the driver for each trip. One recommendation to provide this information is to print directions from [Google Maps](https://www.google.com/maps).
- Please review our trip charge and cancellation policy: All cancellations must be made in writing at least two business days in advance, and will not be accepted over the phone. You may email cancellation notices to [transportation@mica.edu](mailto:transportation@mica.edu). **All improper cancellations will result in paying the full price for the requested services.**

### MICA Transportation - Bus Reservation Price List

Shuttle Type	Timeline of Bus Trip	Cost
MICA Shuttle Bus - 14-Passenger (3 buses of this size available)	Up to 4 hours, or less	\$ 125.00
	4 – 8 hours	\$ 250.00
	8 – 12 hours	\$ 375.00
MICA Shuttle Bus - 25-Passenger (2 buses of this size available, but these are in high demand! Please check availability.)	Up to 4 hours, or less	\$ 200.00
	4 – 8 hours	\$ 375.00
	8 – 12 hours	\$ 525.00
44-passenger School Bus - Contracted through Miller Transportation	MICA Transportation will provide a quote, depending on the timeline & distance	Starts at \$300, can increase from there
Out of State travel – Woodlawn Motor Coach	MICA Transportation will provide a quote, depending on the timeline & distance	Pricing varies depending on the State traveling to and the timeline requested

**Today’s Date:**

**Date of Request:**

**Alternate Date:**

**Requested by:**

**Department:**

Phone Number:

E-mail:

Department Signature (Chair, Supervisor) \_\_\_\_\_

Full Department Account Code (REQUIRED):

Contact Person on Shuttle Bus:

Contact Phone Number:

Number of Passengers:

Departure Time: AM/PM

Departure Location:

Destination:

Pick-Up Location:

Time of Pick up: AM/PM

Estimated Return Time to MICA: *(if applicable)* AM/PM

**Review of Bus Schedule:**

*(If you are requesting multiple stops for the shuttle bus, please add bullet points to this schedule, and indicate all of your requested stops.)*

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**Any Special Requests?** (Multiple stops, two runs with one van, requesting two buses, ETC):

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**What program/project is this for?**

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