



Campus Recreation 23-Passenger Shuttle Bus Information Sheet



Bus Features Include:

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

Special note that pertains to all trips in any Campus Rec vehicle:

- All trips are based on driver availability with Campus Rec groups receiving priority scheduling
- Any game/event starting after 7:00pm with a drive time of more than 5 hours requires an overnight stay by the user group
- Any driving hours after midnight will be billed at 1.5 time for the driver
- Driver lodging and daily bus rental fee is required for the additional night

Vehicle Rental Information:

Spokane Airport Shuttle

- \$75 flat rate, includes all costs 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 shuttle service

- \$25 per hour for driver while performing the duties of the driver; \$37.50 for hours driving past midnight
- User groups are assessed a 9% Employee State/Federal tax charge based on total hours for the driver
- \$100 daily bus rental for Campus Rec groups, includes mileage
- \$150 daily bus rental for non-Campus Rec groups, includes mileage
- User group is responsible for all gas used during the trip

Multi day trips

- \$25 per hour for driver while performing the duties of the driver; \$37.50 for hours driving past midnight
- User groups are assessed a 9% Employee State/Federal tax charge based on total hours for the driver
- \$100 per day bus rental for Campus Rec groups, includes mileage
- \$150 per day bus rental for non-Campus Rec groups, includes mileage
- User group is responsible for all gas used during the trip
- User groups is responsible for driver lodging accommodations in suitable hotel lodging

Cancellation Policy

The rental group may cancel without penalty by phone or email warning at least 7 days prior to departure date. Cancellations within 7 days of departure date are charged the daily bus rental fee for all days requested on the reservation

Billing Information:

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

- Complete the online Bus Registration Form @ ewu.edu/imsports under the Shuttle Bus Operations link
- Submit a complete and thorough Trip Itinerary when confirming the bus use
- Provide us with a proper EWU Index number to bill the charges to