

# TRANSPORTATION REQUEST FORM



Please submit this completed request form via email

Requestor Name:		Today's Date:
Unit / Section / Address:		
Office ☎:	Mobile ☎:	✉:

Please Select Service → →

Airport Taxi (Van Only)

Bus/Van Charter, Cargo Movement, Other

## Airport Taxi Service Details

Number Passengers:		Pieces of Luggage:		Pets:	No	Yes→	Kennel Size (Qty) [ XL L M S ]			
Date	Pickup Location	Time	Destination	Flt #	POC (If different from requestor)		☎			

## Bus/Van Charter, Cargo Movement or Other Service Details

Bus/Van Size:		Qty:	# of Pax:	Luggage / Gear Qty:		
Date	Pickup Location	Time	Destination	ETA	POC (If different from requestor)	☎

Additional Comments / Details / Directions / Map Link

### Transportation Rates:

➤ Airport Taxi (up to 9 Passengers & Luggage)	\$45.00 ~ \$140.00	Zoned Flat-Rate *1	} Minimum 3-hour charge applies
➤ Van Charters (5~9 Passengers)	\$35.00	Hourly	
➤ Bus Charters (16~66 Passengers)	\$50.00	Hourly	
➤ Heavy Equipment (Forklifts, Tractor/Trailer, etc.)	\$60.00	Hourly *2	

\*1: Airport Taxi Service rates are based on the allotted time required to get from departure to destination zones. Any time beyond those allotted timeframes will incur an additional hourly fee of \$35 per hour

\*2: Heavy Equipment pricing will be determined based on any additional equipment and personnel required to transport the requested equipment. Please request a quote.

### Policy:

- Transportation services are provided to and reserved for, authorized Department of Defense customers and guests.
- Due to limitations of resources, all requests for transportation must be submitted no later than 5 business days prior to date of service.
- Rates and transit times are calculated and determined by MCCS Motor Transportation Representatives and are non-negotiable. Times start and end at the Camp Foster Motor Pool.
- All requests are processed in the order received.
- Motor Transport reserves the right to decline/cancel requests due to unavailability of resources, weather, mission deviation or other unforeseen circumstances.
- Submission of this form does not constitute automatic scheduling of the request. A confirmation email will be provided upon securing of the required resources.
- Payment must be received in-full, no later than 24-hours prior to the date(s) of the service being requested.
- Please notify Motor Transportation of any cancellations at least 24-hours prior to date of requested service.
- Consumption of alcohol, use of tobacco products or vaping is not permitted aboard any MCCS vehicle.
- All passengers must remain seated and wear the provided seatbelt's while the vehicle is in motion.
- All waste or trash generated by guests must be removed and disposed of properly. Supplemental fees of \$50 or greater, may be charged for excessive cleanup required after the service.

I have read, agree and fully understand the  
policies outlined above:

Signature

Date

FOR MOTOR TRANSPORT USE ONLY				
Payment Method			Date(s) of Service	CONFIRMATION NUMBERS
<input type="checkbox"/> Cash	<input type="checkbox"/> Check	Amount Due:		
<input type="checkbox"/> Credit Card	<input type="checkbox"/> Unit Funds	Payment Due By:		
<input type="checkbox"/> QRP Funds	<input type="checkbox"/> Other	Payment Received:		