

# Bus Rental Reservation Policy

- Reservations for the rental of Peoria Riverfront Museum's bus are made on a first-ask-first-served basis. The museum's bus must be requested at least 14 days in advance.
- The capacity of the bus is 28 people (there are 14 standard bus seats). A minimum of 1 chaperone is required (2 is preferable).
- Costs: \$14 per hour for the driver plus \$1.50 per mile.
- Payment is due with your group admission payment.
- The driver's time begins with pickup of the bus from the museum and ends when the bus returns to the museum after the return trip to the school. The driver's time includes the time of your visit at the museum.

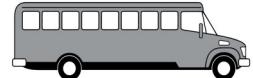


- Mileage includes 1) travel from the bus's home location at the museum to your pickup location; 2) travel from your pickup location to the museum; 3) travel from the museum to your drop off location; 4) and travel from your drop off location back to the museum.
- All museum bus drivers are certified with a CDL, Class B, with passenger endorsement.
- Cancellation Policy: Must cancel by 48 hours prior to the scheduled trip to obtain a full refund. Late cancellations will be billed for the driver fee.
- To schedule a group/school tour reservation and bus rental call 309.863.3013.

For more bus rental policy information please visit:

[www.peoriariverfrontmuseum.org/pages/educators/field-trips/bus-rental](http://www.peoriariverfrontmuseum.org/pages/educators/field-trips/bus-rental)

## Bus Rental Reservation



Date of visit: \_\_\_\_\_ Pickup Time: \_\_\_\_\_ Drop Off Time: \_\_\_\_\_

#Children/Students: \_\_\_\_\_ Grade Level: \_\_\_\_\_ #Chaperones/Adults: \_\_\_\_\_ #Seniors: \_\_\_\_\_

Group Leader (bus monitor): \_\_\_\_\_ Group/School: \_\_\_\_\_

Pickup Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Drop Off Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (available to call en route): \_\_\_\_\_ Alternate Phone#: \_\_\_\_\_

The visiting group's leader and other adult chaperones for the field trip will act as the bus monitors and be in charge of checking the bus for possible items left, roll call of the students before departures, and assuring your group's safety by minimizing distractions for the driver. Chaperones will also be in charge of loading and unloading any additional items, e.g. coolers for lunches, etc.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

**VSA ONLY** VSA Initial \_\_\_\_\_

### FOR OFFICE USE ONLY

Transaction # \_\_\_\_\_ #Students \_\_\_\_\_ #Adults \_\_\_\_\_

Notes: \_\_\_\_\_

Payment Type (select all that apply) (Use transaction # from Group Reservation Forms)

Cash \$ \_\_\_\_\_.\_\_\_\_

Bus Driver: \_\_\_\_\_

Check \$ \_\_\_\_\_.\_\_\_\_ Check# \_\_\_\_\_

Driver's Phone #: \_\_\_\_\_

Credit Card\$ \_\_\_\_\_.\_\_\_\_

Bus Driver Start Time: \_\_\_\_\_ Bus Driver End Time: \_\_\_\_\_

Refund needed Yes OR No

Taken By: \_\_\_\_\_ Date: \_\_\_\_\_ Confirmed Date: \_\_\_\_\_

Amount of refund\$ \_\_\_\_\_.\_\_\_\_

Invoice needed Yes OR No