



Send your completed request form to charterum@umd.edu and include "Charter Request" as part of your email subject line.
Please allow seven business days for an initial response. Thank you!

Representative Information

Representative Name	
Representative Phone Number	
Representative Email Address	
Department / Organization	
Campus Address	

Charter Contact Information

Someone who will be present on the trip or will be available to be contacted during the trip.	
Charter Contact Name	
Charter Contact Mobile Number	

Billing Information

Billing Contact Name	
Billing Contact Phone Number	
Billing Contact Email Address	
Persons Authorized to Make Changes to This Trip	
Payment Type Card / Check / KFS / RSTARS	






Initial Details

<p style="text-align: center;">Trip Date(s)</p> <p><i>Please include both the day and the date.</i></p>	
<p style="text-align: center;">Purpose of Trip</p>	
<p style="text-align: center;">Number of Passengers / Guests</p> <p><i>If unsure, please estimate max number expected.</i></p>	

Vehicle Type

<p>Please list which type of vehicle, and the number of vehicles you require. If you are unsure which type is best for your trip, our team can suggest options!</p>	
<p style="text-align: center;">Vehicle Type</p>	
<p style="text-align: center;">Number of Vehicles</p>	
<p style="text-align: center;">Any Additional Notes to Our Team</p>	

Legend of Vehicle Types

	<p style="text-align: center;">Motorcoach Seats: 54 ADA Accessibility: No 5-Hour Booking Minimum or Airport Transfer Flat Rate</p>
	<p style="text-align: center;">Large Transit Bus Seats: 37 ADA Accessibility: Yes, up to two wheelchairs per vehicle 2-Hour Booking Minimum, 50-Mile Radius of College Park Limit</p>
	<p style="text-align: center;">Small Transit Van Seats: 17 ADA Accessibility: Yes, up to one wheelchair per vehicle 2-Hour Booking Minimum, 50-Mile Radius of College Park Limit</p>
	<p style="text-align: center;">Sprinter Van Seats: 13 (Up to 7 pax for airport transfers due to luggage) ADA Accessibility: No 2-Hour Booking Minimum, 50-Mile Radius of College Park Limit</p>
	<p style="text-align: center;">SUV Seats: 5 ADA Accessibility: No 2-Hour Booking Minimum or Airport Transfer Flat Rate</p>

Type of Charter Service

If none of these options are applicable to your trip, please continue to the next section.

Drop-Off / Pick-Up Service

Example: "I'd like my group to be dropped off at 9:00 AM and for the bus to return at 5:00 PM to bring us back to campus. We will not need the bus in between those times."

Continuous Trips

Example: "I'd like the bus to run continuously from 7:00 AM until 3:00 PM between X and Y, so our guests can move between venues."

Airport Service

Please Provide

Airport Name / Airline Name
Flight Number / Arrival or Departure Time

We also recommend adding information about originating airports and any connecting flights in case of delays, allowing our drivers to monitor flight statuses.

Location and Time Details

Pickup Location Name & Address

Initial Departure Time

Dropoff Location Name & Address

RETURN Pickup Location Name & Address

RETURN Departure Time

RETURN Dropoff Location Name & Address

PLEASE NOTE

Trips are not booked and vehicles are not reserved until a signed estimate is returned to our office. Once submitted, a member of our team will reply within seven (7) business days. Please ensure signed estimates and finalized itineraries are received by DOTS Charter at least eight (8) university business days before your trip commences. This timely submission helps us avoid rush fees and ensures optimal preparation for your trip.