



Concho Valley Transit District (CVTD) Charter Service Instructions and Request Form

- Due to limited number of buses and vans in the Concho Valley Transit District, charter service may not always be available. In addition, CVTD does not guarantee any type or style of vehicle for any charter as the operational needs may change. Trolleys are subject to a first come first serve assignment according to payments made in order.
- When buses or vans are available, charter service is granted on a first come, first served basis and will follow the charter service guidelines below.
- Wheelchair-accessible buses and vans are available.
- CVTD does not schedule overnight charters.
- Charter Service is only available in the Concho Valley Transit District region.
- The Charter Service rate per vehicle is \$100.00 an hour with a 2 hour minimum block of time per reservation.
- **Payment is due no later than three business days prior to event.** Failure to remit advance payment may result in cancellation of reservation.
- The Charter Service is available from 8:30am to 1:00am, Monday to Saturday
- Charters cancelled on the date of service will be assessed the current cancellation fee of \$100.00.
- No Notification of cancellation will result in loss of entire refund.
- Charter service is not available on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.
- The number of vehicles required for a specific charter will be determined by CVTD Management based on the number of expected passengers and vehicle capacity.
- Possession of hazardous materials or weapons, as well as, the use of tobacco products, and possession of illegal drugs is strictly prohibited. Violation of these policies will result in immediate termination of the charter.

The Federal Transit Administration (FTA), issued a final rule amending **49 CFR Part 604** (73 FR 2326), on January 14, 2008, which governs the provision of charter service by recipients of federal funds from FTA.

The final rule became effective on April 30, 2008, and clarified existing requirements; set out a new definition of "charter service"; allowed for electronic registration of private charter providers, which replaced the old "willing and able" process; included a new provision allowing private charter operators to request a cease and desist order"; and established more detailed complaint, hearing, and appeal procedures.

In accordance with this rule we are required to request the following information:

The Concho Valley Transit District (CVTD) provides public transportation services and may provide charter service only under the following exceptions defined in the final rule.

The exceptions include:

- 1.) Government Officials (limited to 80 hours annually)
- 2.) Qualified Human Service Organizations (QHSO) qualified groups serving elderly, disabled, and low income (qualified organizations listed in Appendix A of 49 Part 604)
- 3.) Leasing
- 4.) Agreement with other private operators
- 5.) When no registered charter provider responds to a notice sent by recipient
- 6.) Petitions to the Administrator

Your request for charter service must fall under one of the approved exceptions listed above in order for the Concho Valley Transit District (CVTD) to provide charter service for you or to your entity.

Exception # 5 provides for notice to charter providers by recipient for charter service request. When no registered charter provider responds to a notice the CVTD can then provide charter services. The process to determine interest from a private provider is as follows:

- a) A completed Charter Service Request Form must be received no later than 5 business days prior to event.
- b) Submit Charter
 - by email: ryan.herrera@cvcog.org and CC: robert.gil@cvcog.org
 - or via USPS: physical address:
Concho Valley Transit District
Attention: Charter Service
510 N Chadbourne
San Angelo, Texas 76903
- c) CVTD will process your information within 2 business days of receipt. The private charter companies must respond within 72 hours of notice for charter service requested to be provided in less than 30 days; or within 14 calendar days of notice for charter service requested to be provided in 30 days or more.
- d) CVTD will send your request out to all registered providers using the charter registration website [http://ftawebprod.fta.dot.gov/CharterRegistration/\(S\(cattib45n5s2cu45g4qmv13l\)\)/Default.aspx](http://ftawebprod.fta.dot.gov/CharterRegistration/(S(cattib45n5s2cu45g4qmv13l))/Default.aspx)
- e) If we receive no indication of interest from registered charter providers we can provide the service under exception #5.
- f) An invoice will be generated and
- h) The CVTD must receive advance payment by cash, check, or cashier's check, no later than 3 business days prior to event.
- i) If a private provider expresses interest, we cannot provide the service under exception #5
- j) As a courtesy we will forward you the contact information of private charter companies that have expressed an interest in meeting your needs. It is the responsibility of the charter provider to make contact with the client to make arrangements for the services requested.

The final rule 49 CFR Part 604 amends regulations which govern the provision of charter service by recipients of federal funds from the Federal Transit Administration (FTA) published in the Federal Register / Vol. 73, No. 9 / Monday, January 14, 2008 / Rules and Regulations and became effective April 30, 2008 can be found at: <http://a257.g.akamaitech.net/7/257/2422/01jan20081800/edocket.access.gpo.gov/2008/pdf/08-86.pdf>

Please fill out the following information as accurately as possible in order to process your request.



CONCHO VALLEY TRANSIT DISTRICT
Charter Service Request Form

1. Customer NAME _____
(Entity AND Individual requesting service):
2. Customer Physical Address: _____
3. Customer Phone Number: _____
4. Customer E-mail: _____
5. Customer Fax number: _____
6. Requested Date(s): _____
7. Approximate Number of Passengers: _____
8. Are there government officials (elected federal, state, local) on this trip for official government business?
(Yes) or (No) If Yes How Many _____
9. Are you a Qualified Human Service Organization (QHSEO) listed in Appendix A of 49 Part 604?
(Yes) or (No)
10. If Yes which QHSEO? _____.
11. If you answered No to the previous question do you receive funding, directly or indirectly, from the programs listed in Appendix A? (Yes) or (No)
12. If Yes which QHSEO _____
13. Type of equipment requested:
BUS (FTA views trolleys as buses) _____ How many? or VAN _____ How many?
14. Itinerary: _____
15. Directions/ Map: _____
16. Special requests: _____
17. Start time requested: _____
18. Approximate Duration: _____