



## Group Transportation Request Form

We are happy to assist with group transportation accommodations!

For groups of **more than 10 passengers**, we recommend submitting your request at least **two weeks in advance** whenever possible. However, **all group transportation requests must be submitted within 48 hours before the scheduled trip**. Providing as much advance notice as possible helps us coordinate your transportation needs and provide the best possible service.

### Please note the following:

- We can typically accommodate group trips through our demand-response service during normal business hours: **Monday through Friday, 7:00 AM to 6:00 PM**.
- Our buses are open to the general public. Other passengers may be picked up and dropped off along the route during your trip.
- Service is available **within Kalkaska County** and to **select destinations** in **Grand Traverse, Antrim, and Crawford Counties**.
- In accordance with State of Michigan and Federal Transit Administration (FTA) regulations, we are **unable to provide transportation for weddings or other exclusive charter-related events**.
- Submission of this request does **not** guarantee availability. A member of our staff will review your request and contact you to confirm your reservation.

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### Group Trip Information

Contact First and Last Name:

Group or Agency Name:

Email Address:

Phone Number:

Service Date:

One date per form

Today's Date:

Pick-Up Location:

Return Location:

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*Kalkaska Public Transit Authority*

*1251 Island Lake Road · PO Box 1046 · Kalkaska, Michigan 49646 · (231) 258-6808 · Fax (231) 258-6810 ·*

*www.kalkaskatransit.com*



**Please Note: Departure and return times should reflect when the *bus is scheduled to leave the location*, not when passengers begin loading or unloading.**

Requested Departure Pick-Up Time:  Requested Return Drop-Off Time:

Number of Passengers:

**Will any passengers require mobility accommodations (wheelchair, walker, or other accessibility needs)?**

**Trip Details**

**Please describe your transportation needs**, including the **exact pickup and drop-off addresses**, requested times, and any additional information that will help us coordinate your trip.

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