



Special Transportation Services

The RTC receives requests to provide transportation for special groups or events such as school field trips, conventions, tours, and community events. Transportation services for these type of events is commonly know as “charter.”

The Federal Transit Administration issued new charter regulations effective April 30, 2008. The RTC must follow these regulations when responding to special service requests. Any of the following features may be characteristic of charter service as defined by the FTA under 49 CFR 604.3(c):

1. Transportation provided by RTC at the request of a third party.
 - A third party pays the transit provider a negotiated price for the group, or
 - Any fares charged to individual members of the group are collected by a third party, or
 - The service is not part of RTC’s regularly scheduled service, or is offered for a limited period of time, or
 - A third party determines the origin and destination of the trip as well as scheduling
2. Transportation provided by RTC to the public for events or functions that occur on an irregular basis or for a limited duration
 - A premium fare is charged that is greater than the usual or customary fixed route fare, or
 - The service is paid for in whole or in part by a third party

Businesses and community agencies can sponsor free rides regular RTC transit services. These sponsorships are not charters. For more information about sponsoring public transportation in our area, please contact the RTC Marketing Department (775-348-8990).

Requests received by RTC to provide special service to an event or for the benefit of a specific group must be submitted in writing. Please complete the Special Services Request form and submit by fax (775-324-3503) or by email djickling@rtcwashoe.com to David Jickling, RTC Director of Public Transportation.

The RTC will notify private charter operators when special service requests are received. Charter operators must be registered on FTA’s Charter Registration Website:
<http://www.fta.dot.gov/CharterRegistration>



Special Transportation Service Request

ORGANIZATION INFORMATION

Organization requesting service: _____ Primary contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Fax: _____

Alternate Phone: _____ Email: _____

TRIP INFORMATION

Is the requested service:

- one trip
- one round-trip
- multiple trips for one event
- multiple days

Service Begins (day/time): _____

Service Ends (day/time): _____

Total hours of service requested: _____ Total days of service requested: _____

Departure location/address: _____

Destination location/address: _____

Number of attendees: _____ Number of buses requested (if known): _____

If service involves more than one trip or more than one round-trip, how often is service needed?

- every ____ minutes during each hour of service (ex: every 15 minutes for 4 hours)
- every ____ hours for ____ hours of service (ex: every 2 hours for 8 hours)
- every _____ (day of week) for ____ weeks of service (ex: every Monday for 5 weeks)
- other:

ADDITIONAL INFORMATION

Purpose of service: _____

Who will use the service: _____

Budget available for transportation services: _____

Additional service details / specific requests: _____

Authorized Signature: _____ Today's Date: _____

Submit completed form to David Jickling, RTC Director of Public Transportation via fax: 775-324-3503 or email djickling@rtcwashoe.com.