

A Safe Ride - Transportation Worksheet



Budget: _____
Actual: _____

Date reserved transportation: _____
Deposit: _____ Due: _____
Balance: _____ Due: _____

Transportation Options

- Call for a ride
- Use a Designated Drive (DD)
- Book a limousine
- Call a taxi
- Plan to ride the bus

Transportation Service:

Address: _____

Contact/: _____ Phone #: _____

Description of Vehicle Ordered

Type: _____ Colour: _____

Capacity: _____

Amenities: _____

How long will the car be reserved for? _____ Cost: _____

Transporting who? _____

Pickup location: _____ Pickup Time: _____

Cost & Terms

Charges based on: (flat fee or hourly?) _____

Gratuities: _____

Overtime Charge: _____

Policies & Reservations

Make sure the company selected has the proper insurance with state, city, and airport.

- Proper Insurance

Reservations should be made by: _____

- Reservations are usually confirmed with a deposit or prepayment

Important

Do you provide a contract? _____

What are the cancellation terms? _____

(If a contract is not provided, use this worksheet and have the service representative and date it.)

Signature

Date