



BUS RENTAL SERVICE RESERVATION

The staff at Leisure Travel Services will notify you if the service is available by the “**requester needs confirmation by**” date written on the contract submitted. You must submit this completed form two weeks prior to the reservation date. **Due to limited drivers and vehicles, the service is NOT guaranteed.**

STANDARD FEES		
RENTAL BUS (Per Day)	DRIVER (Per Hour)	REFUELING (Per Gallon)
\$350(36or40pax).\$250(23p).\$200(14p)	\$18	\$5.25

BUS RENTAL SERVICE AGREEMENT

The rental bus fee for the rental bus service must be paid at least seven days prior to the service date. The driver and refueling fees must be paid no more than seven days after receiving the invoice. Driver fees begin one hour prior to the departure time for preparation and end one hour after return time for cleaning. The driver is entitled to a ten to fifteen minute break every one and a half hours to ensure safety. If driver/bus is required for an overnight period, the driver's accommodation (Reservation must be made by LTS), two meals, and parking fees are the responsibility of the renter! Two drivers are required for destinations totaling more than 150 kilometers one way. If the driver/bus is not used during an overnight stay, a minimum of eight hours per driver and \$265 daily rate per bus will be charged. The requester must be present on the bus during the rental period. All cancellations made at least 72 hours prior to the scheduled date will receive a full refund.

All cancellations made less than 72 hours prior to scheduled date will not receive rental bus refund. All cancellations made on the scheduled the day of the rental will not receive rental bus refund, and will be charged a three-hour driver fee

Requester and group will be picked up and dropped off at the designated area on base. Initial pick-up and final drop-off cannot be at an off base location. Drivers are prohibited from driving on any road that the bus cannot pass over safely, or is not wide enough for the bus. Alcohol, smoking, and pets are prohibited on the bus at all times, no exceptions!

By signing below, I confirm that I have read and understand this agreement. I accept this agreement:

Signature: _____ Date: _____ Print Name: _____

Camp Zama Leisure Travel Services
DSN Phone: 263-3621 / 4405 * From Off-Base: 046-407-3621 / 4405
Business Hours: Monday through Friday 0800-1900, Saturday & Sunday 0800-1700
Close: All U.S national holidays



BUS RENTAL REQUEST FORM

Today's Date: _____

Staff Initial: _____

Name of Requester: _____

Duty Phone : _____ Home Phone : _____

Cell Phone: _____

E-mail Address: _____

Name of Individual Responsible for Payment: _____

Requester needs confirmation by:

Rental Date: _____ Destination: _____

Number of Buses: _____ Number of Passengers: _____ (36 or 40 maximum)

Departure Time: _____ Place: _____

Destination: _____

Release Time at Destination: _____ Return to Bus: _____

Final Return Time: _____ Place: _____

Is this an overnight rental? Yes No

If yes, please fill out the following information:

Name & Location of Hotel: _____

Telephone Number: _____ Point of Contact: _____

If you need to make additional stops between the pick-up location and final destination or between the destination and return location, please indicate the place(s) and time(s) in an itinerary below.

If you are unable to meet the driver at the pick area at the designated time before or during rental, **please call:**

Leisure Travel Services
263-3621 / 4405

Off Base: 046-407-3621 / 4405

Monday through Friday: 0800-1900 Saturday & Sunday 0800-1700

Please submit completed form to:

yuuichi.kita.ln@army.mil & miho.overly.ln@army.mil

Thank you.