



## Bus Rental Service Reservation

The staff at Leisure Travel Services will notify you whether 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**.

<b>Standard fees</b>		
Rental bus (per day)	Driver (per hour)	Refueling (per gallon)
\$350 (36 or 40pax)/\$250 (23pax)/\$200 (14pax)	\$18	\$5.25

## BUS RENTAL AGREEMENT

- \*The rental bus fee 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 fee begins 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 half hours to ensure safety.
- \*If driver/bus is required for an overnight period, arrangement and fee for the driver's accommodation, meals, and parking are the responsibility of the renter.
- \*Two drivers are required for the 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.
- \*Requester must be present on the bus during the rental period.
- \*Cancellation must be made at least 72 hours prior to the scheduled date for the full refund.
- \*Cancellation made on the day of the rental will not receive rental bus refund and three-hour driver fee will be charged.
- \*Requester and the 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 not wide enough for the bus.
- \*Drinking alcoholic beverages, 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

Print Name

Date

Camp Zama Leisure Travel Services  
 DSN Phone: 263-3621 / 4405  
 Comm: 046-407-3621 / 4405  
 Business Hours: Mon-Fri: 0800-1900, Sat & Sun: 0800-1700 / US Federal Holidays Closed

## Bus Rental Request Form

Today's Date	Name of Requester	Cell Phone	
		Duty Phone	
		Home Phone	
Email Address			

Requester needs to confirm by (dead line date):
---

Rental Period	first day		last day	how many days
	through			Day(s)
Bus size	40pax	36pax (2 buses available)		Number of buses
	23pax	14pax		Number of passengers

Is this an overnight rental?      Yes                      No

If yes, fill out the following information;

Name & address of the hotel \_\_\_\_\_

	Arrival time	Note building number/name of the location	Departure time
Departure Location	<del> </del>		
Destination			
Back to			<del> </del>

<p style="text-align: center;">Indicate the place(s) and time(s) in and itinerary below if you need to make additional stops between the pick up location and return location</p>
---

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

**Leisure Travel Services: 046-407-3621/4405**

Monday through Friday: 0800 until 1700 (5:00pm), Closed for ALL U.S. national holidays

Please submit completed form to

[yuuichi.kita.in@army.mil](mailto:yuuichi.kita.in@army.mil) and [miho.overly.in@army.mil](mailto:miho.overly.in@army.mil)