

FY 16-17 TULANE UNIVERSITY SHUTTLES & TRANSPORTATION RATE SHEET

TULANE UNIVERSITY SHUTTLES & TRANSPORTATION

shuttles.tulane.edu

To view the Tulane University Policy for Chartering Ground Transportation Services, [click here](#).

- **40 passenger bus:** \$90 one way or by hour if applicable
- **23, 28, 29 passenger bus:** \$80 one way or by hour if applicable
- **6/11 passenger van**
 - 3 or fewer passengers:** \$25 one way or by hour if applicable
 - 4 or more passengers:** \$50 one way or by hour if applicable

One-Way Transfer Rate

EXAMPLE OF WHEN A ONE-WAY TRANSFER RATE APPLIES:

Group needs to be picked up at Reily Center and dropped off at local restaurant for 6:00pm. Group does not need the bus until they are ready to be picked back up at 9:00pm to go back to the Reily Center. A 28 passenger bus is requested. In this scenario, the 28 passenger bus one-way transfer rate would apply: Transportation would cost \$80 to the restaurant and \$80 back to campus, because the bus is not needed while the group is at the restaurant. The total trip would cost \$160.

Same rate as vehicle transfer rate shown under the ONE WAY TRANSFER RATE section but with a 3 hour minimum

EXAMPLE OF WHEN A HOURLY CHARTER RATE APPLIES:

- 1. Driving Tour:** Group needs a bus to go on a 5-hour driving tour in and around the uptown/downtown New Orleans area. In this scenario, the bus needs to stay with the group, and therefore the trip is billed as a charter. A 40 passenger bus will be used, with a rate of \$90 an hour for 5 hours. The total trip would cost \$450.
- 2. Transportation Outside the Greater New Orleans Area:** Group needs transportation to Mandeville, LA. The assigned pick-up time is 8:00am. Once the group is dropped off in Mandeville, they do not need the bus again until they are scheduled to leave at 4:00pm. They are scheduled to return to campus at 5:00pm. A 28 passenger bus was used. In this scenario, the hourly rate would apply, thus making the trip a charter and not a one-way transfer due to the destination location. At a rate of \$80 for 9 hours, the total trip would cost \$560. Shuttles & Transportation reserves the right to decide what is considered within the Greater New Orleans area.

Hourly Charter Rate

Cancellation Policy

No cancellation policy applies if communicated to Shuttles & Transportation before the bus is at the pick-up location. If the bus is at the pick-up location and no one shows up for the trip, 50% of the assigned price will be charged.

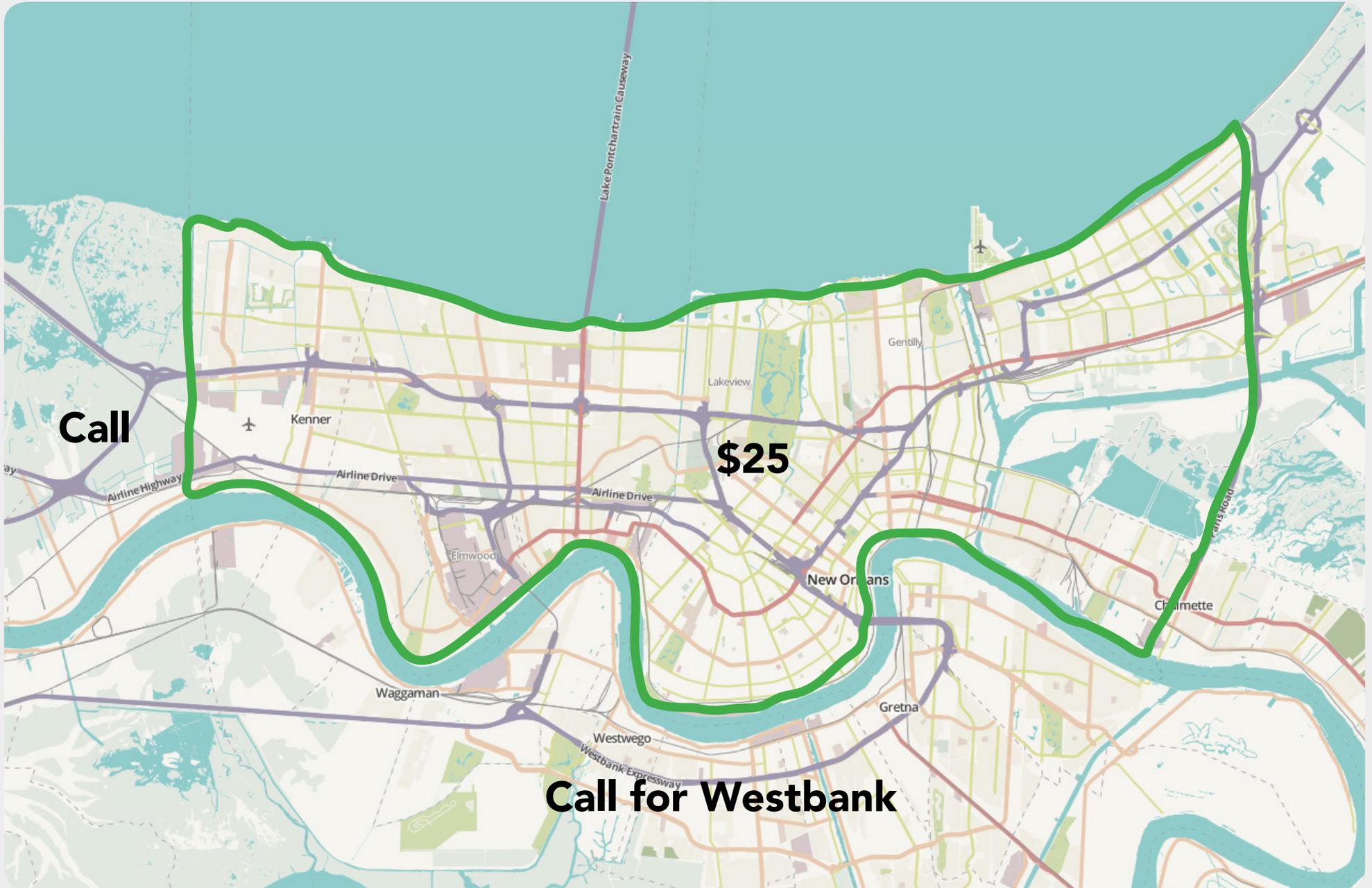
Transportation on University Holidays and After Hours will be billed at a 5-hour minimum.

After Hours: When transportation begins after 10:00pm or before 7:00am.

University Holidays: A list of holidays can be viewed at tulane.edu.

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1-3 Passenger Rates
Rates are for one-way transfers.



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APPROVED TRANSPORTATION PROVIDERS

Limousine Livery limolivery.com	Operates sedans, SUVs, mini buses, limousines
Nicoll's Limousine Service nicolls.com	Operates sedans, SUVs, mini buses, limousines
Grace's Transportation gracetransportation.com	Operates mini buses
Hotard Coaches hotard.com	Operates mini buses and motor coaches
Louisiana Motor Coaches Inc. louisianamotorcoach.com	Operates mini buses and motor coaches
New Orleans Tours bigeasy.com	Operates mini buses and motor coaches
First Student firststudentinc.com	Operates school buses

BOOKING PROCESS FOR APPROVED PROVIDERS:

1. Shuttles & Transportation will contact the outsourced provider you have chosen on the request form. Shuttles & Transportation will go over the trip details that have been submitted and obtain a quote for the chartering department to review. For events with complex logistics, it is recommended that a supervisor also be requested. With your approval, Shuttles & Transportation will set up the supervisor and trip details with the outsourced vendor.
2. Shuttles & Transportation will forward the contract for signature to the chartering department. Carefully review the contract to ensure vehicle sizes, pick-up/drop-off times, and locations are accurate before signing. Copy Shuttles & Transportation on any correspondence with the outsourced provider. Outsourced transportation providers do not consider the trip booked until they have received a signed copy of the agreement from the chartering department. Once signed, the outsourced providers cancellation policies are in effect and enforced.
3. Once the trip is considered booked by the outsourced vendor, the Tulane chartering department will work directly with the outsourced provider on trip details, changes, and updates. Shuttles & Transportation is available to assist if the chartering department requests that they be involved until the trip has occurred.
4. Shuttles & Transportation will pay the invoice from the outsourced transportation provider and charge the department's six-digit Tulane University account number via a monthly accounting download through Tulane Accounting.