Due to a high volume of transportation request, request for services must be received within a minimum of ten (10) business days prior to the date that transportation is being requested. Request forms must be filled out with complete addresses, locations, times and department account codes.

Request forms must be submitted in writing, request for transportation will not be accepted over the phone. You may fax request to 410-225 2345, e-mail request forms to transportation@mica.edu or send request forms by way of campus mail to Transportation Services, Operations Department located on the 2nd floor of the Firehouse.

Transportation Services will contact you to confirm or make adjustments to your request.

For safety reasons, all transportation that MICA provides outside of the Baltimore Beltway (I-695) will be limited to the use of the 25-passenger bus pending availability or Yellow Bus services. Trips inside the beltway will be accommodated with 14-passenger Vehicles. All transportation provided by MICA outside of the Baltimore-Washington Metropolitan area, to places such as PA., DE. & VA. will require the use of Yellow Bus services. Yellow Bus service prices are subject to the needs of your trip. MICA does not provide transportation outside of a one and a half hour travel time range (100 miles). Vehicle assignments are based on safety restrictions.

To ensure the timeliness and accuracy of your trip, we ask that specific directions be provided to the driver for each trip. One recommendation to provide this information is to print directions from www.mapquest.com.

Transportation request can be made for the 25-passenger bus to operate locally inside the Baltimore Beltway pending the 25-passenger bus is available; all requests for the 25-passenger bus will be on a first come first serve basis. When the 25-passenger bus is not available and all passengers must ride together, you also have the option to utilize Yellow Bus services for local transportation as well as transportation outside of the Beltway.

Please review our trip charge & cancellation policy, all cancellations must be made in writing, cancellations will not be accepted over the phone. You may fax cancellations to 410-225 2345, e-mail cancellations to transportation@mica.edu or send cancellations by way of campus mail to Transportation Services, Operations Department located on the 2nd floor of the Firehouse. All cancellations must be received within 48 hours (two business days) prior to the date that transportation is being requested. All improper cancellations will result in paying the full price for the requested services.

Please note that your department will be charged $125.00 for each MICA vehicle requested. Vehicles can make multiple runs to a destination. Trip request will not be processed until a department account code is provided.

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Date of request: ____________________  Today's Date: ____________________
Alternate Date: ____________________

Requested by: ____________________  Department: ____________________
Phone Number: ____________________  E-mail: ____________________

Department Account Code (required): _______ - _______ - _______

Contact person on van: ________________  Contact phone number: ________________

Number of Passengers: ______
Departure Time: ________________ (AM/PM)  Departure Location: ________________
(from MICA)  (Campus Building)

DESTINATION: ____________________  PICK-UP LOCATION: ____________________
__________________________________  __________________________________
__________________________________  __________________________________

Time of Pick-up: ________________ (AM/PM)  Estimated return time to MICA: ________________ (AM/PM)
(from destination)

Special Request (multiple stops, 2 runs with one van, etc.) __________________________________
__________________________________________________________________________________
__________________________________________________________________________________

__________________________________________________________________________________