

**HARRIS COUNTY PRECINCT ONE  
THREE TRIPS PER YEAR - RESERVATION PROCEDURES**

Trips can be scheduled for the months of January – November of the upcoming year using the following chart. **The Annual Holiday Celebration and the month of December are not included, but these dates can be booked by your group in addition to your three trips**, by calling at the appropriate scheduling time. Please note that if you decide to take this option, you must choose your three months when scheduling in October-December. Also note that in the month of January the guaranteed option goes down to two trips. In the month of May only one trip can be guaranteed. To reserve your trips or for additional information, please call 713-733-3717

**Please complete a Trip Reservation Form for each trip scheduled and provide all the information required before you return the form. In order to secure your reserved trip your Trip Reservation form must be received by 4:00 p.m. on the 15<sup>th</sup> of each month prior to your scheduled trip. If the Trip Reservation Form is not received by the 15<sup>th</sup> your group’s trip will be automatically cancelled.**

*(Please see chart below to determine when to call for reservations)*

<b>Scheduling Begins:</b>	<b>For the Months of:</b>	<b>Number of Trips</b>
<b>September – 2010</b>	<b>January – November – 2011</b>	<b>3 Trips</b>
November – 2010	February – November – 2011	3 Trips
December – 2010	March – November – 2011	3 Trips
<b>January – 2011</b>	<b>April – November – 2011</b>	<b>2 Trips</b>
February – 2011	May – November – 2011	2 Trips
March – 2011	June – November – 2011	2 Trips
<b>April – 2011</b>	<b>July – November – 2011</b>	<b>1 Trip</b>
May – 2011	August – November – 2011	1 Trip
June – 2011	September – November - 2011	1 Trip

**IMPORTANT! If fewer people sign up for your event than anticipated, with proper notice we will assist you in sending the appropriate vehicle. Trip coordinators must call our office at 713-733-3717, at least three (3) to five (5) days in advance of your trip for this assistance. At the time of pick up, if you have fewer people than the required minimum and have not given minimum prior notice your trip may be cancelled. All Trips should depart no longer than 30 minutes after scheduled pickup time. Any groups requesting additional time must get approval from transportation department at 713-733-3717. Please take note to the minimum number of passengers required for usage of the buses.**

**A minimum of 10 passengers is required for the 27 passenger buses.**

**A minimum of 20 passengers is required for the 39 passenger buses.**

**Please note! If you do not have the required number of passengers upon arrival of the bus or 30 minutes after arrival, your driver is instructed to call the office after which the coordinator will be notified of the trips cancellation, etc.**

**“DRIVERS CANNOT CANCEL TRIPS”**