

**HARRIS COUNTY PRECINCT ONE
TRANSPORTATION RESERVATION PROCEDURES**

PROCEDURES FOR BUS RESERVATIONS:

CALL (713) 733-3717 to select a date and verify the availability of a vehicle for your groups' trip. It is strongly recommended that you call the first working day of each month beginning at 8:00 a.m. No walk-ins!

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 15th of each month prior to your scheduled trip. If the Trip Reservation Form is not received by the 15th your group's trip will be automatically cancelled!

Please see chart below to determine when to call for a reservation.

| Scheduling Begins: | For The Month Of: |
|--------------------|-------------------|
| January 04, 2011 | April 2011 |
| February 01, 2011 | May 2011 |
| March 01, 2011 | June 2011 |
| April 01, 2011 | July 2011 |
| May 02, 2011 | August 2011 |
| June 01, 2011 | September 2011 |
| July 01, 2011 | October 2011 |
| August 01, 2011 | November 2011 |
| September 01, 2011 | December 2011 |
| October 03, 2011 | January 2012 |
| November 01, 2011 | February 2012 |
| December 01, 2011 | March 2012 |
| January 3, 2012 | April 2012 |

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 below.

- 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”