



Oakland Paratransit for the Elderly & Disabled (OPED) Group Trip Program Reservation Form - COMMUNITY SITE

Submit completed forms to: OPED-GTP by email at grouptrips@oaklandca.gov

For program related questions, please contact the GTP Coordinator at (510) 238-3036.

Date of Trip:	<ul style="list-style-type: none"> Reservations are recommended at least 2 weeks in advance of requested trip date. As this is a first come, first serve service basis, we recommend you contact us in advance to confirm shuttle availability for your desired date(s). Other community groups also participate. Reservation time must be at least 4 hours, which may include travel time. The cost for your group trip(s) will be billed once your trip is completed, as quoted, adjusted due to unplanned variances or cancellation fees. 		
Senior Group/Site Name:		Site Address:	
Contact Person:		Contact Phone & Email:	
Bus Type: (Choose one option)	Accessible Shuttle: <input type="checkbox"/> 10 passengers required; 22 maximum. 2 maximum standard wheelchairs. Seats decrease with each wheelchair secured. 45 miles one-way, max.	Large Bus: <input type="checkbox"/> 25 passengers required; 55 maximum. Folding standard wheelchairs & other folding mobility devices stored below bus. 45 miles one-way, max.	
Depart Time:	Total Passenger Count: <input type="checkbox"/> Ambulatory Passengers: <input type="checkbox"/> Return P/U Time: Wheelchair Passengers: <input type="checkbox"/> Total Passenger Count: <input type="checkbox"/>	Wheelchair Users Disclaimer: Confirm that wheelchairs or scooters have been loaded and transported without size, design, safety or weight obstacles on lift equipped vehicles such as East Bay Paratransit. No guarantee of boarding due to these outlined issues.	
Destination / Address: (45 mile max each way)			
Special Instructions – Please include below any pertinent instructions, including parking, additional stops, escort information, etc.			

I understand and acknowledge the Cancellation Policy.

OPED will be charged a 4hr minimum for trips cancelled less than 72-hrs, potentially full price with shorter notice. Senior groups must cancel with a 72+hr notice to avoid a charge. If charge is assessed, then groups will still be responsible for the full cancellation charge, not the quoted nominal base reservation fee. However, if OPED receives a waiver, your group will not be billed either. Please Note: Multiple cancellations or non-payment of late fees may result in termination of services.

DRIVER USE ONLY: PASSENGER COUNT (MANDATORY)

LOAD 1	LOAD 2	LOAD 3	LOAD 4	LOAD 5	LOAD 6	LOAD 7	LOAD 8
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>

OPED-GTP ONLY

Date Received	Approved	Confirmation /Invoice #	Confirmation Email Sent Date	Amount Due			Trip Completed	
				\$35	\$70	Other:	YES	NO
Invoice Email Date	Payment Received Date	Comments:						