



VILLAGE OF CLARENDON HILLS, ILLINOIS

APPLICATION FOR UNSCHEDULED INTERCITY BUS

All unscheduled intercity buses must use this application form and receive approval from the Village of Clarendon Hills, Illinois **prior** to loading/unloading any passengers within the Village limits. Submit signed/notarized documents to 448 Park Avenue, Clarendon Hills, IL 60514 or via email to police@clarendonhills.us

APPLICANT INFORMATION

Bus Company Name: _____

Bus Company Address: _____

Bus Company State of Incorporation: _____

Primary Contact Name: _____

Title/Position of Primary Contact: _____

Primary Contact Phone: _____

Primary Contact Email: _____

Bus Driver Full Name (including middle): _____

Bus Driver's Date of Birth: _____ Bus Driver Phone: _____

Bus Driver Operator's License # _____ Expiration Date: _____

State of Issuance: _____

Other employees (Bus Company or 3rd party contractors or individuals assisting with the transportation of passengers: (attach a separate page if needed)

Full Name of any and all 3rd Party contractor/individuals: _____

Date of Birth: _____

** On a separate sheet, provide the full name, full address, mobile and landline telephone numbers, and electronic mail addresses of all entities or individuals that have either directed, paid for, or financed the transport of persons who will disembark in the Village.*

PASSENGER INFORMATION

(A) The Applicant **must** attach a proposed passenger list of all proposed passengers (including any employees of a 3rd party involved in the transportation of passengers) to this Application.

(B) The Applicant **must** provide copies of IDs for said passengers.

(C) Any passenger or 3rd party employee/individual not listed on the Application who exits the bus will be considered in violation of Village Policy and will result in a \$750.00 fine, per person, assessed to the bus operator.

ARRIVAL INFORMATION

Proposed Arrival Date _____ Drop-Off Location*: _____

(*Must be at least 5 business days from the date of application submission)

Proposed arrival time: _____ ***(Must be from 7 a.m. to 4 p.m. only)***

USDOT of Bus: _____ Bus License Plate _____ State Issued: _____

*On a separate sheet, provide the full name, full address, mobile and landline telephone numbers, and electronic mail addresses of all entities or individuals that shall be present to meet and receive the passengers disembarking in the Village.

*Provide a detailed plan identifying how the disembarking passenger will be cared for, housed, and fed, upon disembarking in the Village. The plan shall be signed by the entity that agrees to be responsible for providing the actions detailed in the plan.

Any unscheduled intercity bus that allows passengers to disembark outside these days and hours will be considered in violation of Village Policy and will result in a fine, per person, assessed to the bus operator.

Applicant Affirmation

The Applicant must swear or affirm that to the best of their knowledge and belief the information set forth in such application is true and correct, and such oath or affirmation shall be attested to by the person authorized to administer oaths or witness affirmation within the state or territory where the application is sworn to or affirmed. **No application shall be processed without such oath or affirmation.**

Applicant Signature

Date: _____

Applicant's Name- Typed or Printed

(Required) Notary Seal:

State of _____

County of _____

Signed and sworn (or affirmed) to before me on _____ (date) by _____

_____ (name of person making statement).

(seal)

Signature of Notary Public

Village Use only –

Date Received: _____ Time Received: _____ How received: _____

Signature of Village Official: _____ Approved or Denied (Circle)

Name of Village Official: _____