

**VILLAGE OF SENECA, ILLINOIS
APPLICATION FOR UNSCHEDULED INTERCITY BUS**

All unscheduled intercity buses must use this application form and receive approval from the Village of Seneca, Illinois, before loading/unloading any passengers within the Village limits.

APPLICANT INFORMATION

APPLICATION FEE: \$250.00

COPY OF BUS TITLE AND CERTIFICATE OF INSURANCE MUST BE ATTACHED TO THIS APPLICATION.

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'S PHONE: _____

BUS DRIVER'S OPERATOR'S LICENSE #: _____

STATE OF ISSUANCE: _____ **EXPIRATION DATE:** _____

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

FULL NAME OF ANY THIRD PARTIES: _____

DATE OF BIRTH: _____

PASSENGER INFORMATION

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

- B. The Applicant **MUST** provide background check information for all proposed passengers (including third party contractors or individuals assisting in the transportation of passengers) over the age of eighteen (18) years. Attach background check information to this Application. Failure to attach background information will result in the Application being denied with no further processing.

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

ARRIVAL INFORMATION

Proposed Arrival Date*: _____
(*Must be at least 5 business days from the date of application submission.)

Proposed Arrival Time: (check only one time period)

Morning: _____ 10:00 am – 11:00 am _____ 11:00 am – 12:00 pm
Afternoon: _____ 12:00 pm – 1:00 pm _____ 2:00 pm – 3:00 pm
 _____ 1:00 pm – 2:00 pm _____ 3:00 pm – 4:00 pm

USDOT of bus: _____

Bus License Plate and State: _____

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.

AUTHORIZATION FROM HEAD OF PUBLIC BODY INITIATING TRANSFER

The Applicant **MUST** provide an order authorizing the transfer of the proposed passengers which is executed by the head of the public body which has initiated the transfer via unscheduled intercity bus. **No application shall be processed without a copy of the authorizing order.**

_____ Date: _____
Applicant Signature

Applicant's Name

NOTARY SEAL (Required)

Village Use Only:

Date Received: _____ Time Received: _____ Fee Paid: _____

Manner Received: _____

Signature of Village Official: _____

Name of Village Official: _____

_____ **APPROVED**
_____ **DENIED**