

Chartered Transport Service for Day Camp Groups
2011 Season (June 27 to September 2, 2011)

Transport request procedure:

1. Fill out the form below, providing **all** information requested. Incomplete forms may be rejected. Complete one form per field trip.
2. Send your completed form by email to campsdejour@stm.info .
3. We must receive your form **at least 10 days** prior to the date of the field trip. Please note that the service is not offered on legal holidays.
4. We will inform you by email whether or not your request has been accepted. If it has, we will subsequently provide you with transport details (time, location, etc.) by telephone. The STM can in no case be held responsible if it is unable to provide the service.
5. If your field trip is cancelled, please inform us at least **48 hours in advance**. If you do not, future requests may not be considered.
6. Each person using this service must pay their fare according to the current fare structure.

*** Please read about the program's eligibility requirements outlined on other side.**

For any questions, call 514 280-5005.

TRANSPORT REQUEST FORM (please print)				
Name of borough / municipality:		Name of day camp:		
Last and first name of applicant:		Applicant's telephone number:		
Last and first name of field trip supervisor:		Field trip supervisor's telephone number (cellular):		
Date of field trip: 2011 . Year Month Day		Total number of students to be transported:		
Number of students by level: kindergarten: primary: secondary:				
Number of people in wheelchairs or with a stroller:				
Name, address and telephone number of destination:				
Is the point of departure over 1 km from a metro station? (yes or no)		Is the destination over 1 km from a metro station? (yes or no)		
Important information to note (e.g. a student with a particular condition):				
TRANSPORT TO DESTINATION				
Address, intersection and corner of point of departure (e.g. 3210 Jarry Street, at St-Michel, southwest corner):		Time at which the bus will leave the stop (be at the stop 5 minutes before time indicated)*:		
TRANSPORT FROM DESTINATION				
Address, intersection and corner of point of departure (e.g. 4101 Sherbrooke Street East, at Pie-IX, northeast corner):		Time at which the bus will leave the stop (be at the stop 5 minutes before time indicated)*:		
* The STM reserves the right to modify the requested departure time, in which case, you will be notified.				
By sending in this completed form, I accept the terms of the day camp transport program and I acknowledge that the STM cannot be held responsible should it be unable to provide such service because of a shortage of vehicles or drivers or for any other reason. The field trip supervisor is responsible for the safety and welfare of the children at all times and must take appropriate steps to ensure the safety of the children during transportation, their compliance with applicable rules of conduct and safety measures.				
<i>Section réservée à l'usage de la STM – For STM use only</i>				
Reçu le :	Numéro client :	Centre de transport :	No. séquentiel :	Saisi le :

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ELIGIBILITY TO PROGRAM

Are you planning a field trip with your day camp group and would like to travel by public transit ? **First, check if you meet with eligibility requirements for the day camp transport program:**

- ✓ This service is only offered to day camps located on the island of Montréal.
- ✓ The day camp must anticipate travelling with **a group of 25 to 120 children**, weekdays, between **9 a.m. and 3 p.m.** during summer (end of June to end of August).
- ✓ The points of departure and destination must be **over 1 km** from each other and both be located **in the STM's operating area**.

If you meet all of the above requirements, you can request transport service by filling out and sending in the form on other side.

You are not eligible to the program, but still want to use STM services? Your options are as follows:

- You can lease an STM bus by calling 514 280-5327.
- You can use the STM's regular service. To ensure you have a safe and efficient ride, we suggest you follow these guidelines:
 - ✓ Purchase your transit fares in advance.
 - ✓ If your group consists of more than 25 kids, break them into smaller groups or, if that's not possible, notify the STM at least 24 hours prior to your field trip by calling 514 280-5005.
 - ✓ Preferably plan your transport during off-peak periods (between 9 am and 3 pm).
 - ✓ Whenever possible, use the metro and bus routes offering frequent service.

USEFUL INFORMATION

For more safety tips, please refer to our online guide, *How to travel safely by bus and métro*, available at www.stm.info in the Customer Information section under 'Travelling with a group'

To reach a program official at the STM:

- Call 514 280-5005.
- Send a message by email to campsdejour@stm.info

To obtain timetable and route information for STM services:

- Call 514-STM-INFO (514-786-4636) or go to www.stm.info

To give us feedback about our services:

- Call 514-STM-INFO (514-786-4636) or send an email to commentaires@stm.info

To purchase STM transit fares:

- Go to the fare booth in any metro station or to an authorized retailer or point of sale (see <http://www.stm.info/info/pointsdevente.htm>). To purchase large quantities of transit fares, you can register your organization with the STM's corporate sales division by writing to ventescorporatives@stm.info