

Department of Planning and Development



200 South President Street
Post Office Box 17
Jackson, Mississippi 39205-0017

Office of City Planning
Transit Services Division

Telephone: (601) 960-1884
Fax: (601) 960-0864

Trip Request

Agency Name:	Date:
Agency Contact:	Phone No:

Date of Pick-Up:	Time of Pick-Up:	AM/PM
Location:		
<i>Street Address</i>	<i>City, State</i>	<i>Zip Code</i>

Number of Passengers:	Drop Off Time:	AM/PM
Drop off Location:		
<i>Street Address</i>	<i>City, State</i>	<i>Zip Code</i>

Return Trip

Pick-Up Time:
Location:
<i>Street Address</i> <i>City, State</i> <i>Zip Code</i>

Since the City of Jackson uses Federal funding for its transit operations and to prevent any potential for violating the FTA established rule for the provision of charter service, the City shall not provide any charter services or irregular or in-frequent service where a premium fare is charged unless the charter services are one of the following (as exempted by the FTA):

- Government Officials (80 hours annually)
- Qualified Human Service Organizations (QHSO) (qualified groups serving elderly, disabled, and low income)
- Established agreement with other private operators to provide charter service using FTA funded facilities or equipment.

BY SIGNING, I AGREE THAT I MEET ONE OF THE LISTED REQUIREMENTS STATED ABOVE.

Signature: _____ **Date:** _____

Print Name: _____ **Title:** _____