

RESERVING THE BUSES

Buses are reserved two times per year in March and September. In March, trip coordinators will reserve buses for the months of May through October. In September, trip coordinators will reserve buses for the months of November through April.

- Each group is guaranteed three trips for every six month period.
- Groups may request three buses for the same day/destination, however, an additional bus is **not** guaranteed for the remainder of the reservation cycle.

JANUARY 2018:

- 1) Trip Coordinators should submit their **Trip Coordinator and Group Information** form to ensure all details are up to date.
 - The form is located online at www.hcp4.net/community/sap
 - Click on the Day Trips Information section on the left side of the webpage, then scroll down to Printable Forms.
- 2) Review the Current **Transportation Holiday and Reservation Schedule** for bus availability and begin researching trip ideas.

RESERVATIONS FOR November 2017 – April 2018

Trip Coordinators may reserve trips for November 2017 through April 2018 by following these steps:

SEPTEMBER 1 – SEPTEMBER 30, 2017

- 1) Go to www.hcp4.net/community/sap
- 2) Under the Senior Adult Program Menu, click on **Day Trips Information** on the left side of the webpage, and then scroll to **Online Forms**.
- 3) Select **Transportation Bus Reservations**.
- 4) Complete the **Transportation Bus Reservation Form**, click review, then click **SUBMIT** to complete your request(s).
- 5) You will receive immediate confirmation that your reservation has been submitted. You can expect confirmation of the dates requested within 7 - 10 business days after submitting the online form. Always use the confirmation number from the final email when contacting the transportation department.

OCTOBER 2, 2017

Trip Coordinators will be e-mailed a list of remaining available dates to reserve extra buses for the reservation period. E-mail the transportation office showell@hcp4.net, pbeucler@hcp4.net and chill@hcp4.net to request additional trips.

You can expect confirmation that your request(s) have been received within 7-10 business days after submitting the online form.

RESERVATIONS FOR MAY 2018 - OCTOBER 2018

Trip Coordinators may reserve trips for May 2018 through October 2018 by following these steps:

MARCH 1 – MARCH 31, 2018

- 1) Go to www.hcp4.net/community/sap
- 2) Under the Senior Adult Program Menu, click on **Day Trips Information** on the left side of the webpage, and then scroll to **Online Forms**.
- 3) Select **Transportation Bus Reservations**.
- 4) Complete the **Transportation Bus Reservation Form**, click review, then click **SUBMIT** to complete your request(s).
- 5) You will receive immediate confirmation that your reservation has been submitted. You can expect confirmation of the dates requested within 7 - 10 business days after submitting the online form. Always use the confirmation number from the final email when contacting the transportation department.

APRIL 2, 2018

Trip Coordinators will be e-mailed a list of remaining available dates to reserve extra buses for the reservation period. E-mail the transportation office showell@hcp4.net, pbeucler@hcp4.net and chill@hcp4.net to request additional trips.

You can expect confirmation that your request(s) have been received within 7-10 business days after submitting the online form.