



**FORCE SUPPORT VEHICLE OPERATIONS CHAUFFEURED TRANSPORTATION
RATES EFFECTIVE DATE: 1 MAY 2018**

VEHICLE SIZE	1 DRIVER	2 DRIVERS	VEHICLE CAPACITY
Tour Bus	\$ 57.00	\$ 86.00	Driver, 18-41 passengers, and luggage
Microbus	\$ 43.00	\$ 72.00	Driver, 12-18 passengers**, and luggage**
Passenger Van	\$ 36.00	N/A	Driver, 6 passengers, and luggage

** Passenger/luggage capacity vary based on vehicle availability

SMOKING & DRINKING ALCOHOLIC BEVERAGES IS PROHIBITED IN ALL VEHICLES

GENERAL RATES: All rates are based on a minimum set of hours and hourly thereafter. Rates include fuel, driver, and tolls on government roads. Parking fees and tolls on private toll roads are not included. For on-base pick-ups, rates are computed from the pick-up time until the vehicle returns to Vehicle Operations. **For off-base pick-ups, the time is computed from when the vehicle departs Vehicle Operations until the time the vehicle returns to Vehicle Operations.**

2 DRIVERS: Required for all ski/snowboard trips, trips to snowy destinations, all trips exceeding 250 Km one-way, trips where it is anticipated that the driver will be driving for more than 8 hours or on-duty for more than 13 hours total, and certain instances that involve late night driving. There will be minimum charge of 8 hours for a one-day trip. Passenger capacity will be decreased by two on trips requiring two drivers. Transportation requests requiring two drivers can only be done using microbus or larger vehicles.

MINIMUM CHARGES:

On and Local Area Off-Base	_____	3 hours
Tama Hills, Tama Golf	_____	4 hours
Haneda, Sanno, Tokyo, Atsugi, or Zama	_____	5 hours
Narita, Mt. Fuji, Yokohama, or Yokosuka	_____	6 hours
Haneda to Narita; Narita to Haneda	_____	8 hours
Tours, Sightseeing etc.	_____	8 hours
Overnight Trips	_____	13 hours

Any trips that go past midnight may incur additional charges. Call our office for details.

OVERNIGHT TRIPS: The customer is required to furnish a room for each driver and pay for parking if additional fees are assessed. Minimum charges on overnight trips are 13 hours per day. Charges are assessed from start of operation for the day until the vehicle is parked for the day.

RESERVATIONS: Reservations are accepted up to 90 days in advance during duty hours, M-F 0600-1630 hrs. Reservations to transport more than 50% of passengers who are Non-SOFA status require a request letter to be approved by Manager. **Reservations must be secured with a valid credit card number, CVV number, and expiration date.**

CANCELLATION FEES: A cancellation fee equivalent to three (3) hours charges for the confirmed vehicle will be assessed to all cancellations made less than two (2) duty days (excluding weekends and holidays) prior to the pick-up date. Cancellations must be made during duty hours, 0600-1630, Mon-Fri, at 225-3818 or 225-7720.