



VILLAGE OF ELBURN

**301 E. North Street
Elburn, IL 60119
630-365-5070
Fax 630-365-5073
elburnpd@elburn.il.us**

APPLICATION FOR UNSCHEDULED INTERCITY BUS ARRIVALS

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

Return the completed form to the email or fax number listed above.

APPLICANT INFORMATION

Bus Company Name: _____

Bus Company Address: _____

Bus Company State of Incorporation: _____

Primary Bus Company Contact Name: _____

Title/Position of Primary Contact: _____

Primary Contact Phone: _____

Primary Contact Email: _____

Bus Driver #1 Full Name (including middle): _____

Bus Driver #2 Full Name (including middle): _____

Bus Driver #1 Date of Birth: _____ Driver #2 Date of Birth: _____

Bus Drivers' Cell Phone(s): _____

Driver #1 License #: _____

State of Issuance: _____ Expiration Date: _____

Driver #2 License #: _____

State of Issuance: _____ Expiration Date: _____

Other employees (Bus Company or 3rd party contractors or individuals) assisting with the transportation of passengers (attach a separate page if needed):

Full Name of any 3rd Parties: _____

Date of Birth: _____

Full Name of any 3rd Parties: _____

Date of Birth: _____

PASSENGER INFORMATION

- (A) The Applicant **must** attach a proposed passenger list of all proposed passengers (including any employees of a 3rd party involved in the transportation of passengers) to this Application.
- (B) The Applicant **must** provide background check information for all proposed passengers (including 3rd 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 3rd party employee/individual not listed on the Application who exits the bus will be considered in violation of Village Ordinance (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: 10-11 am 11am-12pm
Afternoon: 12-1 pm 1-2 pm 2-3 pm 3-4 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 the Village Ordinance and will result in a fine, per person, assessed to the bus operator.

AUTHORIZATION FROM THE 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.**

Applicant Signature Date: _____

Applicant's Name- Typed or Printed

(Required)

Notary Seal:

Village of Elburn Use only:

Date Received: _____ Time Received: _____ How received: _____

Signature of Village Official: _____ Approved or Denied

Name of Village Official: _____
 Chief of Police or Deputy Chief of Police