



## Charter Service Pre-Approval Request Form

According to the State Management Plan, agencies must obtain pre-approval from TDOT prior to performing a charter exception as identified in 49 CFR Part 604. The Charter Service Pre- Approval Request Form should be used for the following four charter exceptions.

Code	Description
GO	Government Officials on Official Government Business.
QH	Qualified Human Service Organizations For The Purpose of Serving Persons with Mobility
LE	Leasing FTA-Funded Equipment and Drivers imitations Related to Advanced Age, Disabilities, and Low Income
WN	When No Registered Charter Provider Responds to Notice from a Recipient

Agency Name	
Contact Person Name and email	
Type of Exception Requested (GO, QH, LE, WN)	
Date of Proposed Service	
Time Period of Proposed Service	
Is transit service in operation during the proposed charter trip? If so, will use of the vehicle(s) for charter service limit transit service in any way?	
Number of Passengers (Estimate if needed)	
Names of Participating Elected Officials (if GO Exception requested)	
Number and Type of Vehicles Requested	
Trip Origin	
Trip Destination	
Total Trip Mileage (Estimate if needed)	
Total Trip Time in Hours including any Driver Wait Time (Estimate if needed):	
Estimated Cost of Charter (Standard Mileage rate + driver salary)	
What agency or program will reimburse transit for provision of the trip?	

**Documentation Required for the WH (When-No) Exception**

- Copy TDOT (TDOT.MultimodalAdmin@tn.gov) on the email notification that is sent to all registered charter providers informing them of the request.
- Provide documentation that the cost of the trip was excluded from any invoice for operating costs during the service period that included the trip.

**Documentation Required for the GO and QH Exceptions**

- Provide documentation that the cost of the trip was excluded from any invoice for operating costs during the service period that included the trip.
- Documentation that a program or agency has reimbursed the transit program for the cost of the trip.
- For GO trips, provide a detailed description (below) of how the trip meets the requirement of being “official government business.” Approval of such trips is solely at TDOT’s discretion and transit providers are urged to avoid any appearance of impropriety. In general, excursions considered to be “official government business” are related to activities that are appropriate to fund with taxpayer dollars, not recreational or political activities that would not be appropriate to fund with taxpayer dollars.

**Documentation Required for the LE Exception**

If an LE charter exception is being requested, please attach the following with your pre- approval request:

- Documentation to show private charter operator is on the FTA charter registration website,
- Documentation to show the registered charter provider owns and operates vehicles in a charter service business
- Documentation to show that the registered charter provider received a request for charter service that exceeds its available capacity by the number of vehicles
- Documentation to show that the register charter provider has exhausted all of the available vehicles of all registered charter providers in the geographical service area
- List of public transit agency vehicles (by type and VIN) that is requested to be leased to private charter operator to fulfill request

**For TDOT Use**

Approved

Denied

Date: \_\_\_\_\_

Comments: \_\_\_\_\_