

**VILLAGE OF BENSENVILLE, ILLINOIS**  
**APPLICATION FOR UNSCHEDULED INTERCITY BUS ARRIVALS**  
**AND THE DISCHARGING OF PASSENGERS**

All unscheduled intercity buses must use this application form and receive approval from the Police Chief of the Village of Bensenville prior to loading or unloading any passengers within the boundaries of the Village of Bensenville, Illinois.

## APPLICANT INFORMATION

Bus Company Name: \_\_\_\_\_

Bus Company Address: \_\_\_\_\_

Bus Company State of Incorporation: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Title/Position of Primary Contact:

Primary Contact Phone: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_

Bus Driver Full Name (including middle):

Bus Driver's Date of Birth:

Bus Driver Operator's License #

State of Issuance: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Other employees of 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: \_\_\_\_\_

#### 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 a violation (failure to submit a background check with the application) and will result in a \$750.00 fine, per person, assessed to the 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:  10-11am  11am-12pm

Afternoon:  12-1pm  1-2pm  2-3pm  3-4pm

(\*Arrival 15 minutes before approved scheduled arrival time or 30 minutes after approved scheduled arrival time will invalidate application approval. Any loading or unloading of passengers outside of an approved scheduled arrival date or time will result in a \$750.00 fine assessed to the operator per person exiting the bus.)

USDOT of bus: \_\_\_\_\_

Bus license plate and State: \_\_\_\_\_

Any unscheduled intercity bus that allows passengers to disembark outside approved scheduled arrival day and time will result in a \$750.00 fine, per person, assessed to the operator. Additional criminal charges and impoundment of the bus may result, depending on the circumstances of the discharge of the passengers.

## AUTHORIZATION FROM 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

### SUBSCRIBED AND SWORN

On this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_\_\_, before me, personally appeared \_\_\_\_\_, who being by me duly sworn did say that he or she is the \_\_\_\_\_, and that said instrument was duly signed and acknowledged as a free and voluntary act.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at my office in \_\_\_\_\_ the day and year above written.

\_\_\_\_\_  
Notary Public

(Seal)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Village of Bensenville Use only:

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ How received: \_\_\_\_\_

Signature of Village of Bensenville Official: \_\_\_\_\_ Approved or Denied  
(Circle)

Name of Village of Bensenville Official: \_\_\_\_\_

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