



---

## Policy Statement

Purpose: The purpose of this policy is to set forth guidelines for the safe and prudent use of the Donnelly College bus in the furtherance of the mission of our College. It is also the purpose of this policy to protect the bus asset by minimizing unnecessary exposure to loss from operations.

1. The primary and overriding purpose for the bus is to transport Donnelly College students, staff, and potential students to and from college functions or college-related activities.
2. All operators of the bus must be at least 25 years of age (adult) and hold a valid operator's license. At no time will anyone under the age of 25 be permitted in the operator's area.
3. All potential operators of the bus must fill out a Driving Record Authorization Release form and provide a valid driver's license (a copy will be kept on file) to the Human Resources Department. The appropriate driver information will be filed with the insurance company for proper insurance purposes.
4. Upon receipt of a satisfactory driving record, operators must be trained in the operation of the bus. All operators must thoroughly understand the workings and the features of the bus, check all mirrors, and visually check that the bus is roadworthy before each trip. Training is scheduled through the VP of Student Affairs.
5. Permission for use of the bus shall be requested through the on-line room request system through [www.donnelly.edu](http://www.donnelly.edu) which is maintained through the Registrar's office. The Registrar's office will then notify the Business Office of the bus reservation.
6. A purchase order for the use of the bus will need to be filled out in advance of the trip with an estimate of the miles to be traveled. The charge for use of the bus shall be:
  - a. day trips: \$50.00 per trip, plus \$.75 per mile over 100 miles
  - b. overnight trips: \$100.00 per trip, plus \$.75 per mile over 100 miles
7. On the day of departure (or the day before if the Business Office will not be open on the day of departure), the authorized driver will need to "check out" the bus from the Business Office. At that time they will sign for the bus, be given the keys, and a Driver Log sheet.
8. The authorized driver will be responsible to see that the bus is returned in its original condition at time of pick-up, gas tank filled, and the beginning and ending mileage recorded on the Driver Log form. It is also the responsibility of the driver to return the Bus Bag, Keys, and Log form back to the business office on the day of return (or very early the next business day in the event that the Business Office is closed when the return

- occurs).
9. All mechanical or performance issues with the bus (engine difficulties, transmission difficulties, steering problems, warning gauges and the like) must be reported by the authorized driver to the VP of Student Affairs via email upon return. These items should also be reported to the business office when the keys and bus bag are returned.
  10. Food and beverage usage: Beverages are permitted on the bus as long as they are stored and consumed in non-spill containers. Any group using the bus with food must ensure there is no trace of food products left on the bus and that the overall condition of the bus remains unchanged.
  11. Seat belts will be used at all times while the bus is in motion. It is the responsibility of the driver to ensure that this and other safety rules are followed. The transportation of children will be done in compliance with all State and Federal laws and regulations.
  12. It is expected that the bus will be operated in a safe and legal manner at all times and occupants will act accordingly. It is the driver's responsibility to ensure that these rules and the rules and laws of the road are obeyed.
  13. Care should be taken to see that the bus is parked in a safe manner and in a well-lighted location if possible.
  14. Smoking is not allowed on the bus.
  15. Under no circumstances may a staff, faculty, department head, or student possess alcoholic beverages or drugs on the college bus. Any occurrences of this will be reported to the police immediately upon discovery.
  16. Under no circumstances may an authorized driver operate the college bus while under the influence of intoxicating beverages, drugs or illegal substances, or transport these items on the college bus.
  17. Hitchhikers are not allowed to ride on the college bus.
  18. It is the responsibility of the authorized Bus Driver to observe all state driving laws and ordinances. All violations and fines shall be the responsibility of the driver. Abuse of state driving laws and ordinances may result in removal of authorization to drive the bus for future events.
  19. Regular maintenance will be the responsibility of Donnelly College.
  20. There will be a \$75 fee to replace lost/stolen keys.