

SECTION 400.30

BUS USE

The purpose of this policy is to set forth guidelines for the safe and prudent use of the Lake Region State College (LRSC) bus in the furtherance of the mission. The primary purpose for the bus is to transport LRSC students, staff, and potential students to and from college functions or college-related activities.

I. Reservations

1. Reservations for the use of the bus will be handled by the Athletic Director.
2. Request for use of the bus by a non-athletic college organization for college transportation will require a completed Bus Reservation Form.
3. Use of the bus will be billed based on bus mileage to the requesting department.
4. Department using the bus will be responsible for the cost to hire the bus driver.

II. Athletic Director or Designee Responsibilities

1. Processing bus reservations and scheduling.
2. Arranging a bus driver.
3. Ensure that every trip includes a college staff or faculty member to supervise bus occupants. The bus driver does not count as a supervisor.
4. Provide the driver with the keys, a route plan, and an Inspection Report Form.
5. Ensure post-trip check is completed and bus is secured.
6. Ensure regular maintenance and repairs are scheduled and completed.
7. Submit the Inspection Report Form to the Business Office for billing in a timely manner.

III. Driver Requirements

1. Must be employed by LRSC and at least 25 years of age.
2. A current CDL license for a minimum of two years and passenger and air brake endorsements.
3. Complete an Authorization to Release Information for driving record check and provide a copy of their valid driver's license to be kept on file with the Director of Human Resources. Driver information will be filed with the insurance company for insurance purposes.
4. Participate in the random drug testing program.
5. Train in the operation of the bus. Training will be arranged by the Athletic Director.

IV. Driver Responsibilities

1. Perform a pre-trip and post-trip inspection of the bus.
2. Return bus in its original condition at time of pick-up, fuel tanks filled, and the beginning and ending mileage recorded on the inspection form. All mechanical or performance issues with the bus must be reported by the driver on the Inspection Report Form.
3. Return the keys and inspection form to the Athletic Director.

V. Driver Expectations

1. Bus will always be operated in a safe and legal manner and occupants will act accordingly.
2. Ensure that these rules and the rules and laws of the road are obeyed.

3. 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.
4. Care should be taken to see that the bus is parked in a safe manner and in a well-lighted location if possible.

VI. Passenger Behavior

1. Food and beverages are permitted on the bus if 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.
2. Seat belts will be used while the bus is in motion.
3. Smoking is not allowed on the bus.
4. No horseplay, loud music or other disruptive behaviors will be allowed on the bus while it is moving. The transportation of all passengers will be done in compliance with all State and Federal laws and regulations.
5. All packages, bags, loose items should be secured under the seats or in designated storage areas. All aisles and foot areas in the seating area should be clear of obstacles that impede a safe and quick emergency exit.
6. Under no circumstances may a staff, faculty, or student member possess alcoholic beverages or drugs on the bus.

History

Administrative Council Approved 04/26/22