

# Kentucky Wesleyan College

## Policy & Procedure Manual

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### **College Passenger Bus Use Policy**

**Approval:** Cabinet

**Policy Type:** College

**Policy Owner:** Athletics

**Responsible Office:** Assistant Athletic Director for Business

#### **Revision History**

**Approval Date:** August 27, 2015

**Modified:**

**Next Review:** June 2018

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#### **1. Purpose**

- 1.1. The purpose of this policy is to set forth guidelines for the safe and prudent use of the College busses to support authorized college activities and to further the mission of our College. It is also the purpose of this policy to protect the bus asset by minimizing unnecessary exposure to loss or damage from operations.

#### **2. Scope**

- 2.1. Applies to all use of the Kentucky Wesleyan passenger buses.

#### **3. Policy**

- 3.1. The purpose for the bus is to transport Kentucky Wesleyan College students, staff, faculty and potential students to and from authorized college functions.
- 3.2. All operators of the bus must be screened and authorized by the Athletic Department utilizing the bus driver and operations policies. No other college or non-college person is allowed to drive the college busses.
- 3.3. Request for use of the bus by a non-athletic college organization for college transportation use will be requested through an e-mail addressed to Athletic Bus Coordinator ([Doug Kingsley](#)) or Administrative Assistant ([Jenifer Heady](#)) or completion of the bus reservation form (printable copy attached). Athletic staff responsible for scheduling the bus with then respond to the requestor via e-mail confirming availability and all details of the planned trip, including date(s), times, # of passengers, destination, department to be charged for the trip, estimated cost of the trip, etc.

- 3.4. Every trip will include a college staff or faculty member to supervise the bus occupants at all times (bus driver does not count as supervisor).
  - 3.5. A complete and detailed trip passenger list must be maintained on the bus by the faculty or staff member supervising the trip AND a copy of the passenger list should also remain on campus so that it can be easily accessed should an emergency situation occur.
  - 3.6. The buses have a maximum passenger occupancy and weight limit that must be complied with at all times. If extra equipment is being transported, the number of passengers must be reduced to meet the weight limit requirements. It is the responsibility of the professional bus driver and the trip supervisor to monitor this requirement.
  - 3.7. Passenger Behavior
    - 3.7.1. Food and beverage usage
      - 3.7.1.1. 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 at the conclusion of the trip.
      - 3.7.1.2. 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.
      - 3.7.1.3. 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.
      - 3.7.1.4. All packages, bags, loose items should be secured under the seats or in the storage in the rear of the bus. All aisles and foot areas in the seating area should be clear of obstacles that impede a safe and quick emergency exit.
      - 3.7.1.5. Smoking is not allowed on the bus.
      - 3.7.1.6. 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.
  - 3.8. 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 and supervising staff or faculty member's responsibility to ensure that these policy regulations and rules and laws of the road are obeyed.
4. Any questions or concerns about this policy or the college bus operation should be directed to the Assistant Athletic Business Coordinator or Athletic Director.
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# BUS RESERVATION FORM

Date of request \_\_\_\_\_ Person/Department \_\_\_\_\_

Department Account # to be charged \_\_\_\_\_ 32 passenger \_\_\_ 44 passenger \_\_\_

Date of Departure	Time of Departure	Place of Departure	Destination
_____	_____	_____	_____

Date of return	Time of return	Other Instructions
_____	_____	_____

Please attach a passenger list or send before departure to: [dkingsley@kwc.edu](mailto:dkingsley@kwc.edu) or fax to 270-852-3356