

Shuttle Services Rental Policy

Shuttle Objectives

The Office of Shuttle Services was created to shuttle students around campus on designated routes. The University has shuttles for official University business that may be chartered by a university department or on campus organization for the use of short trips after hours and weekends. The shuttles may be chartered during University working hours only if a shuttle and driver are available or unless authorized by administration for a University function. All shuttles are to be driven by a driver from the Office of Shuttle Services.

Reservations

Any party wishing to reserve a shuttle should contact Shuttle Services at 985-549-2877; they will also be responsible for filling out a shuttle reservation form which can be found at:

<http://www.southeastern.edu/admin/traxx/assets/liontraxxshuttlereservation.pdf> or one may be picked up in the Office of Shuttle Services in Mims Hall Room 102. The form will require the following information:

1. Department or Organization Name
2. Contact information of Department or Organization
3. Intended destination and purpose of trip
4. Number of people making trip
5. Date and time of departure
6. Date and time of return

Reservations are to be made in advance and are on a first come first serve basis. Shuttle reservations are restricted to the hours outside of normal operation which are Monday-Thursday 7:00 am till 6:00 pm, unless a shuttle and driver are available or if authorized by administration for a University function. The Office of Shuttle Services reserves the right to cancel or disapprove reservations due to mechanical or driver problems.

Rates

The rental rates are subject to change depending on diesel costs and amount of miles traveled. Current rates are:

1. 24 passenger Shuttle rentals for trips less than 50 miles will be based on \$45 an hour per shuttle rented. Trips will have a 3-hour minimum commitment.
2. 40 passenger Shuttle rentals for trips less than 50 miles will be based on \$50 an hour per shuttle rented. Trips will have a 3-hour minimum commitment.

3. Shuttle rental for trips over 50 miles will be based on \$1.41 a mile plus \$28 an hour for driver's salary when the shuttle is parked. Trips will have a 3-hour minimum commitment.
4. Renting Party is responsible for any parking expense which may occur during the rental.
5. Renting Party is responsible for driver's meal(s) and lodging "if applicable".

After the trip is completed an invoice will be billed to the Department/Organization for services rendered. All sums are to be paid in full no later than 14 days after the receipt of the invoice. If all sums are not paid within 14 business day a 10% late charge will be added to total invoice (organizations) and the department/organization will lose rental privileges until invoice is paid.

Additional Bus Use Provisions

1. The department/organization that has reserved the Shuttle must specify a person to be responsible for the passengers while they are on the bus.
2. Horseplay, smoking, and alcoholic beverages are not permitted on the bus; the individual identified by the sponsoring department is responsible for ensuring compliance with these requirements, because the driver must concentrate on driving.
3. The department/organization must adhere to the University's Code of Conduct.
4. The sponsoring department/organization is responsible for all damages that may be caused by passengers during the trip.
5. Occasionally, weather conditions or other factors may cause the driver of the bus to determine that the safety of the passengers or the bus may be jeopardized by continued travel. If this determination is made by the driver, the bus trip shall not continue until the driver determines that the conditions are sufficiently improved.
6. Shuttles are not equipped with luggage compartments. All luggage or supplies will have to be stored in existing seats. Due to safety concerns, no luggage or supplies can be stored in the aisle.
7. By law, drivers are restricted to ten (10) hours of driving; with eight (8) hours of down time before they can drive again.

Policy Agreement

Signing the form represents a complete knowledge and understanding of the Rental Policy for Shuttle Services; once signed the department/organization will become liable under all the terms of the policy specified herein.

Signature _____

Date _____

Print Name _____