



Document History

Responsible Administrator:
Director Transportation Services

**Responsible Office: Shuttle
Services**

Effective Date: 5-1-2025

Approved by: VPSA (Departmental Policy)

Shuttle Services Rental Policy

Policy Statement

This policy governs the use of University shuttle services for official University business.

Purpose of Policy

The University shuttle system, Lion Traxx, was created to provide students with a safe and reliable travel option to move across campus. University shuttles may be reserved outside of the intended purpose for a rental fee. This policy outlines the reservation process.

Applicability

This policy applies to all Southeastern students, faculty, staff, and visitors.

Policy Procedure

University shuttles (Lion Traxx) are to be chartered exclusively by University departments or recognized on-campus student organizations. All shuttle operations will be conducted by qualified drivers from the Office of Transportation Services. University shuttles are reserved exclusively for official university business. Use of shuttle services for personal or non-university-related purposes is strictly prohibited.

Reservation Process

To reserve a shuttle, parties must contact Shuttle Services at (985) 549-2877. The requesting party must complete a Shuttle Reservation Form, available at the Office of Transportation Services in Pride Hall, Room 139.

The form must include the following details:

- Department or Organization Name
- Contact Information
- Intended Destination and Purpose of the Trip
- Number of Passengers
- Date and Time of Departure
- Date and Time of Return

Reservation Requirements

- All reservations must be made in advance and are processed on a first-come, first-served basis.
- Operational Hours: Shuttle services are available exclusively during non-regular operational hours: Monday through Thursday, 7:00 AM to 6:00 PM. Exceptions to this schedule require prior approval from the Vice President of Student Affairs.
- Cancellation Policy: The Office of Shuttle Services reserves the right to cancel or deny any reservation that violates University policy or is affected by weather-related issues. Additionally, all trips will be canceled if the University closes due to an emergency.

Rental Rates

Rental rates are based on vehicle type, trip distance, and duration:

- 24-Passenger Shuttle (Trips under 50 miles):
 - \$60 per hour (3-hour minimum)
- 40-Passenger Shuttle (Trips under 50 miles):
 - \$75 per hour (3-hour minimum)
- Shuttle for Trips Over 50 Miles:
 - \$2.00 per mile, plus \$50 per hour (3-hour minimum)

Exceptions to this schedule require prior approval from the Vice President of Student Affairs.

Payment Terms

- An invoice will be issued after the trip, with full payment due within 14 days.
- A 10% late fee will be applied to payments not received within 14 business days.

External Guest Reservations

- External guests hosting conferences under a contract with the University may utilize shuttle services with the approval of the Vice President of Student Affairs. These reservations are subject to the standard reservation process and applicable rental rates. Shuttle rentals will only be approved for use outside of normal operating hours.
- External reservation requests must receive prior written approval from the Vice President of Student Affairs by contacting 985-549-5250.
- Approval must be submitted along with the Shuttle Reservation Form.
- The University reserves the right to deny any reservation request that does not comply with University policies or exceeds operational capacity.

Additional Provisions for Bus Use

- The reserving department or organization must designate a responsible party to oversee passengers on the shuttle.

- Smoking, horseplay, and alcohol consumption are strictly prohibited on the shuttle. The designated responsible party must ensure compliance with these rules.
- Passengers must adhere to the University's Code of Conduct.
- The reserving organization is liable for any damages caused by passengers during the trip.
- The driver has the authority to halt travel if weather conditions or other factors endanger passenger safety. Travel will resume once conditions improve.
- Violation of this policy could result in the loss of rental privileges, a discontinuance of the trip, and disciplinary action as appropriate.

[End of Policy]