

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Use of College Buses	<u>Number</u> 137
Related Policy:	Facilities and Equipment (Use of) – 6Hx20-1.015	<u>Page</u> Page 1 of 2

I. Purpose

To establish internal Pensacola State College guidelines and procedures for using College buses.

II. Guidelines

- A. Any recognized student organization, athletic team, or activity associated with an academic class or program may reserve the buses owned and operated by Pensacola State College.
- B. Extra-curricular activities associated with an academic class or program, or organizations officially affiliated with the College, may reserve the buses owned and operated by Pensacola State College.
- C. Requests for use of the buses by groups other than those listed in A. and B. above must be approved by the College President.

III. Procedure

- A. A Bus Request Form is to be completed when requesting to reserve a College bus.
- B. The College Transportation Manager will sign out the bus key to the bus drivers.
- C. The College Transportation Manager will be responsible for securing qualified drivers or leasing appropriate transportation.
- D. The College Transportation Manager will be responsible for making certain that all College part-time bus drivers have secured the appropriate licensure for operating a College bus.
- E. College part-time bus drivers will be responsible for reporting to the Human Resources Department of Pensacola State College to make application as a part-time employee, conduct a background check, and undergo a drug test.
- F. The Human Resources Department will maintain the personnel files of the College part-time bus driver applicants.
- G. The appropriate employment forms and contract forms will be administered by the Human Resources Department.
- H. College part-time bus drivers will be paid while driving, while waiting for students during activities, and while away from campus.

- I. College part-time bus drivers will be compensated for overnight travel and meals as dictated by s. 112.061, Fla. Stat.
- J. It is the responsibility of the club or organization to reserve accommodations for part-time bus drivers. Overnight accommodations are to be approved, prior to travel, by the supervising College administrator or staff member responsible for the student activity.
- K. Completed College timesheets are to be submitted in Workday to the Transportation Manager.

Responsible Official	Director, Facilities Planning and Construction, Transportation Manager
President's Signature:	Date: 09/11/2025
	