

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 will be denied.

III. Procedure

- A. A Bus Request Form is to be completed when requesting to reserve a College bus.
- B. The Office of the Physical Plant Operations will sign out the bus key to the bus drivers.
- C. The College Transportation Technician will be the primary bus driver for all College travel. For all other travel, the Office of the Vice President, Administrative Services and General Counsel, is responsible for securing a bus driver.
- D. The College Transportation Technician 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 to undergo a drug test. The costs of these evaluations or tests will be paid for by the individual.
- F. The Human Resources Department will maintain and operate 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. Temporary Non-Instructional Requisition Forms and Travel Authorization Forms are to be completed by the requesting entity and approved by the Office of The Vice President, Administrative Services and General Counsel.
- I. College part-time bus drivers will be paid at the temporary budget schedule per hour, while driving and while waiting for students during activities while away from campus.
- J. College part-time bus drivers will be compensated for overnight travel and meals as dictated by s. 112.061, Fla. Stat.
- K. 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.
- L. College timesheets are to be completed by the College part-time bus drivers, and submitted to and approved by the supervising College administrator or staff member responsible for the student activity.
- M. Completed College timesheets are to be submitted to the Office of the Vice President, Administrative Services and General Counsel, for final approval.
- N. The Office of The Vice President, Administrative Services and General Counsel, will be responsible for submitting the completed College timesheets to the College Payroll Department for processing.

Responsible Official	Vice President, Administrative Services and General Counsel
President's Signature: 	Date: 02/21/2017