

# Utah Tech University Policy

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## 244: Bus Transportation



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### I. Purpose

- 1.1 This policy outlines the use and operation of Utah Tech University (“the University”) owned buses.
- 1.2 The Road Scholar Department is tasked with providing reliable, clean buses and professional drivers to meet all bus transportations needs of the University.

### II. Scope

- 2.1 This policy applies to all University staff, faculty, students and individuals who are participating in a University sponsored event or activity.

### III. Definitions

- 3.1 *Driving Time*: All time spent at the driving controls of a commercial motor vehicle in operation.
- 3.2 *On-Duty Time*: All time from when a driver begins to work, or is required to be available for work.

### IV. Policy

- 4.1 University buses can only be used for official University sponsored activities and programs. Usage by individuals or groups not associated with the University is prohibited unless permission is granted by the Vice President of Administrative Services.
- 4.2 University buses will be properly maintained and inspected. Drivers will perform daily pre-trip inspections and complete Driver Vehicle Inspection Forms at the completion of every trip.
- 4.3 University bus drivers are required to maintain a valid Commercial Drivers License (CDL) with passenger endorsement, medical card, and be active participants in a certified random drug-testing program.

- 4.4 Drivers have a maximum *Driving Time* of 10 hours per day and *On-Duty Time* of 15 hours per day. Each day will reset once the driver has at least 8 hours of *Off-Duty Time*. These Hours of Service regulations are outlined in 49 CFR §395.
- 4.5 An adult faculty, coach or staff member must accompany all student groups utilizing University buses.
- 4.6 Alcoholic Beverages and smoking are prohibited on University buses.

## V. References

- 5.1 Federal Motor Carrier Safety Administration 49 CFR §300-399  
<https://www.fmcsa.dot.gov/regulations/title49/b/5/3>

## VI. Procedures

- 6.1 Departments utilizing University buses will be required to complete a “Bus Request Form” that includes a valid Travel Authorization Number.
- 6.2 Bus costs are outlined on the Bus Request Form. Bus Request Forms can be found and submitted online at [www.utahtech.edu/busrequest](http://www.utahtech.edu/busrequest). The Road Scholar Department can send Bus Request Forms out if requested.
- 6.3 Cancellations must be submitted to the Road Scholar Office within 24 hours of scheduled departure. Cancellations received later than 24 hours shall be subject to a cancellation fee equivalent to a one-day bus minimum charge.

## VII. Addenda

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Policy Owner: Vice President Administrative Affairs  
Policy Steward: Director of Road Scholar

History:

Approved 4/26/96

Revised 4/28/17

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