REQUEST FOR USE OF ZETA BUS FOR TRAVEL

Name of Organization/Department _________________________________________________

Account No ___________________________________________________________________

Name of Responsible Party _______________________________________________________

Check One: _____ Advisor  _____ Administrator

Office Phone ____________________    Cell Phone ____________________     Box No ____

Date Requested __________   Time Requested:  Leaving at ________   Returning by:_________

Destination _______________________________________________   No of Travelers ______

Purpose of request:  (be specific) ___________________________________________________

______________________________________________________________________________

Signature of Responsible Party _________________________________ Date _____________

Return this form to the Athletics Office.
After this form has been reviewed by the Director of Athletics, you will be notified as to the outcome of your request.

(do not write below this line)

ZETA Bus Availability       ____ Yes  ____ No  Reason____________
Driver Availability          ____ Yes  ____ No  Reason____________

Athletics Approval            ____ Yes  ____ No

If not approved, explanation of denial _____________________________________________

______________________________________________________________________________

Signature/Director of Athletics _________________________________ Date _______

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Policy Name: Request for Use of ZETA Bus

Effective Date: November 2006

Recommended by: Steve George

POLICY:

The College has purchased a 29-passenger bus which is under the authority of the Athletics Department. It is the policy of the College to allow college teams and organizations/groups to use of the bus for college related travel. Only college-approved drivers with a CDL are authorized to drive the bus. The bus will be housed under the LifeSport Center behind locked gates.

PURPOSE:

To provide transportation for college-related athletics and other travel.

PROCEDURE:

1. All requests for use of the ZETA bus must be submitted on the Request for Use of the ZETA Bus for Travel. (Form L)

2. Bus requests must be made by a faculty member, administrator or advisor.

3. Requests must be for at least fifteen (15) travelers and no more than twenty-nine (29) travelers.

4. Requests must be received at least two (2) weeks prior to the requested date of use.

5. Completed requests must be returned to the Athletics Office.

6. Requests will be honored on a first come, first served basis, with all athletic-related requests receiving first priority.

7. Athletics has the right to approve or decline all applications.
8. The driver must be approved by the College and have a CDL.

9. The standard per mile rate of the College will be charged to the department or group using the bus, as well as the driver’s hourly rate and the cost of gas.

10. Forms can be obtained from the Athletics website or through the Athletics Office at extension 7535.

Direct questions regarding this policy and/or procedure to the Director of Athletics at extension 7535.