1. Purpose
The purpose of this procedures is to describe the procedures for requesting the use of University buses.

2. Scope
The Transportation Coordinator is responsible for scheduling the use of University Buses and Shuttles. All travel must be in accordance with NCCU Travel Regulations.

3. Procedures

3.1 An Eagle Bus/Shuttle Request form must be completed and submitted to the Transportation Coordinator with the NCCU Transportation Department. Departments should ensure that funds are available prior to submission of the form. Payment for services will proceed through the University’s intra-department transfer process.

3.1.1 Bus/Shuttle charges are listed on the Eagle Bus/Shuttle Request Form and are subject to change when mileage rate change. The fee for cancellation for a van/shuttle is $50 and for the motor coach is $200 if not canceled with 48 hours of trip.

3.1.2 Overnight trips should include all travel-related expenses for the driver and be reflected on the group’s travel requisition. For example, this includes tolls, parking fees, etc.

3.1.3 The operator cannot be on duty no more than 14 hours including travel time and waiting time. For example, a one-day trip to Washington, DC is nine (9) hours round trip. Therefore, only four (4) hours of non-driving and one (1) hour of driving from point to point while in DC. That will total 14 hours for the day. If the operator has to be on duty longer than the allotted time, an extra driver will be needed or convert the trip to an overnight trip. The cost for an extra is $150. Please set itinerary
accordingly.

3.2 Requestors must submit an itinerary to the Transportation Department within 3 days of departure.

3.2.1 The requestor must have a list of names and banner number of all passengers, a copy which must be carried by the responsible person traveling with the group, and a copy must be submitted to the Transportation Department and Campus Police the day before departure.

3.2.3 The group must nominate at least one adult responsible for the acceptable behavior and well-being of passengers.

3.2.4 Smoking or alcohol is not permitted on any vehicles

3.2.5 The seating capacity of the bus must not under any circumstances, be exceeded.