

THE
LeMoyne-Owen
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Transportation Requests & Procedures	Effective Date: July 1, 2011	Policy Number: 02-1-009
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Director of Administrative Services	

I. Purpose and statement of operational policy underlying the procedure.

The policy provides information and requirements for transportation services and the usage of the LeMoyne-Owen College 55 passenger bus.

II. Applicability/Scope

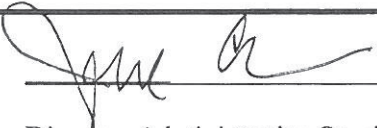
This applies to all College Personnel and Campus Organizations.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Requestor	Must complete a Bus Reservation Form which will activate their request.	Early as Possible
Administrative Services	Will provide the requestor with information regarding availability and costs.	Within 3 Business Days After the Request
Administrative Services	Will provide the requestor with a College approved driver for the event/travel.	
Administrative Services	Will maintain, safety records, to include inspections, repairs and maintenance conducted on the vehicle.	
Requestor	Must ensure that all debris and personal effects are removed off the bus upon returning from travel. Report any unsafe conditions that may need immediate repair.	

IV. Related policies/References for more information

Administrative Services Policy

Authorizing Official: 	Authorization Date: <u>10-10-11</u>
Title: <u>Director, Administrative Services</u>	