

Charter Bus Conduct Agreement

_____		_____
Student Organization/RSO		Date of Event

Student Contact	Phone #	E-mail

University of Central Arkansas departments and recognized student organizations may charter University buses with drivers. Charters are scheduled on a first-come, first-served basis.

Bus Code of Conduct:

To ensure security and safety, all passengers are expected to follow the code of conduct outlined in the University student handbook. Any time inappropriate behavior is exhibited during transit, the person(s) and/or organization may lose the privilege of using University transportation. Concerns regarding conduct will be referred to the Dean of Students office.

Violations of the conduct agreement will result in disciplinary action.

Bus Driver:

- Drivers are members of the University staff. Disrespecting or disregarding instructions from the driver may result in instant termination of the charter.
- Drivers are responsible and accountable for the safe and legal operation and parking of the vehicle during the charter.
- At no time should the driver be asked, encouraged, or pressured to break a law or to circumvent University policies.
- Drivers must adhere to on-duty limitations in accordance with federal regulations.

UCA Police Presence:

- A UCA Police officer must be present when students load and unload a University charter vehicle.
- This service will be provided at no cost to the students or organization.
- For additional information, contact Officer Jamie Booth at 501-450-3111.

Student Conduct Expectations:

1. All passengers must exit the bus at the pre-determined destination. The bus will not be accessible after passengers disembark until it is time to re-load the bus for departure.

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2. Smoking or the possession of alcohol and other drugs is not permitted on University buses.
3. Drivers must adhere to on-duty limitations in accordance with federal regulations.
4. Fighting, throwing things, pushing, shouting, rough behavior, and vulgar language are not permitted.
5. Vandalism or graffiti to seats or other portions of the bus are subject to fines.
6. Hazardous items such as flammables, uncovered glass, and explosives are never allowed on the bus. Firearms are prohibited except when carried by law enforcement personnel.
7. Service animals are permitted on the bus. All other animals are prohibited.

Emergencies:

- In the case of an accident or emergency situation, the driver must use his/her best judgement to direct passengers to safety and contact the proper authorities.
- The RSO advisor who signs this document will be contacted in the case of an emergency. Chartering groups are required to have at least one contact person who either will be present or will be contactable by telephone during the operation of the charter.

Student Organization Member

Date

RSO Advisor/Emergency Contact

Date

Physical Plant Staff

Date

This form must be signed by your advisor and returned to Tina Strickland, in the Physical Plant office, 48 hours before the departure date.