University Bus and Van Usage Guidelines

Recognized Appalachian clubs and organizations may use University assigned state vehicles for approved activities and programs when the following guidelines are met:

A. The club or organization is fully recognized by Appalachian and is currently in good standing with

no outstanding University debts.

B. The president (or organizational equivalent) of the club or organization has submitted a request

form.

C. The proposed travel is compatible with the purpose of the organization and the educational mission of

the University, along with a “Request for University Vehicle Usage” form, to the Student Services Coordinator for the Center for Student Involvement and Leadership **at least 10 working days** prior to the

scheduled date of the proposed trip.

D. The car or van will be used to support an event occurring on campus or in the Boone community.

Vans are available for other purposes outside the town of Boone if the organization hires a driver from

ASU motorpool or a faculty advisor is in attendance.

If the organization would like to consider the use of a van outside these guidelines, stop by the Center

for Student Involvement and Leadership. Decisions will be made case by case.

E. All designated drivers must be full-time or parttime employees of the University. A full-time faculty

advisor or administrative staff member must be accompanying the group on the trip and riding in

the vehicle. Student organizations may request an exception to this policy from the Director of the

Center for Student Involvement and Leadership or his/her designee.

F. The club or organization agrees to abide by all policies and procedures applicable to the use of

University assigned state vehicles.

G. The University vehicle will be used only for the approved activities and programs that are educational

in nature and not for private purposes or entertainment.

H. The club or organization makes a prepayment to the CSIL Student Services Coordinator equal to the projected mileage charges for the trip (any difference between actual mileage/hourly charges and the prepayment will be refunded to or paid by the club or organization).

I. The Appalachian Motor Pool has a University vehicle available for use by a student club or organization.

J. Approval to use a University vehicle is obtained through the CSIL Student Services Coorinator, who in turn will be responsible for obtaining travel approval through regular administrative channels. Approval will be granted based upon the preceding conditions and the nature of the proposed travel being compatible

with the purpose of the organization and the educational mission of the University.

K. Organizations must adhere to all state and University policies. Appalachian State University provides recognized student organizations the opportunity to reserve a University bus for transportation of participants to and from a recognized student group program. The use of a bus is a privilege reserved

for recognized student clubs and organizations and is subject to compliance with the following guidelines.

**Scheduling and Cost**

A. A "Request for Bus Usage" form must be obtained by the organization president or social chair from the CSIL Student Services Coordinator. At the time the form is completed and returned to the CSIL office,

the office manager will call and attempt to reserve the bus with the University Motor Pool.

B. Completed forms and prepayment must be submitted to the CSIL Student Services Coordinator **at least 10 working days** prior to the event.

C. The fee for the bus is based on a per-mile charge or per-hour charge (whichever is greatest). At the

time a bus is reserved, the requesting organization will write an organizational check based upon total

projected miles or hours. If the actual cost exceeds the prepayment, the organization will be billed the

difference or refunded any excess. (Current rates by mile/hour may be obtained at the CSIL office.)

**General Operation**

A. The requesting group must designate specific beginning and ending dates and times for the service.

The bus will be available for service only within this specified time.

B. Specific pickup and departure points must be designated at the time of the request. The bus driver

will not alter from these points.

C. At the time of the request, the organization will submit the names of specific individuals who will be

designated to work with the bus driver to monitor member usage. Specifically these people will:

1. Insure member/participant compliance with safety and behavioral expectations;

2. Monitor boarding and departing of members;

3. Inform the driver of the “last trip”;

4. Pick up excess litter on the bus;

5. Address problem situations; and

6. Assist the driver as directed.

**Behavioral Expectations**

A. All passengers must remain seated.

B. Excessive noise and/or shouting is not permitted.

C. No littering.

D. Extend normal courtesy to the driver and passengers.

E. No intoxicated persons will be permitted to ride the bus **to** a function.

**Alcohol Related Programs**

A. Alcoholic beverages are not permitted in state vehicles therefore groups requesting vehicles for

programs involving alcohol must make other arrangements for transportation of alcoholic beverages.

B. No kegs or coolers permitted.

C. No open containers or bottles with broken seals will be permitted.

D. The function for which the bus is used must:

1. Be a BYOB activity;

2. Alternate non-alcoholic beverages provided;

3. Have food provided;

4. Use the bus as primary mode of transportation; and

5. Comply with all federal, state and local laws as well as University guidelines.