

**Category:** Operations

**Policy Title:** Transportation Requiring Drivers

**Policy Statement:** It is Garden City Community College philosophy to make vehicles available to all educational and athletic organizations. The vehicles are not available to private businesses or organizations unless the event is co-sponsored by GCCC. The President must approve all non-college use of any college vehicle.

**Procedures:**

**Bus Driver Requirements:**

- Current CDL with passenger/air
- Clean MVR
- Defensive driving course certificate on file
- Employment paperwork must be complete prior to driving
- Medical Card on file indicating any Health Restrictions
- Drivers who do not use doctor assigned by GCCC will be responsible for expense and for supplying current proof of Physical Examination Card.
- Attend safety classes and other training as assigned
- Negative controlled substance and alcohol test
- Will follow GCCC Drug Testing Policy

**Bus Driver Rules:**

Wherever Director of Facilities or Transportation Coordinator titles appear in this document, their “designee” is applicable,

- Family members and guests of bus drivers, sponsors or passengers are not allowed to travel on the vehicle unless written approval has been received from the trip sponsor and the Director of Facilities.
- Arrive 30 minutes prior to scheduled departure to inspect vehicle
- Maintain vehicle in clean condition and inform Transportation Coordinator whenever the vehicle is received in unsatisfactory condition
- Driver will determine if travel conditions are hazardous and has the right to cancel the trip
- Immediately notify Physical Plant Office at 620-271-3977, 620-275-3240 or 620-276-0429 of delay or emergency mechanical failure
- The seat behind the driver is reserved for backup drivers, if one is available
- Abide by all traffic laws
- Maximum cruising speed shall not exceed posted speed limits.
- Driver will be responsible for following all state and federal laws and school policies.
- Alcohol, smoking, and chewing tobacco are prohibited in college vehicles.
- Driver will make every reasonable effort to accommodate groups and sponsors. Where the laws or safety are concerned, the driver has the final responsibility.
- Report all accidents and file accident reports with the Transportation Coordinator
- Drivers must have at least 8 hours consecutive off duty hours before driving again.
- A bus driver’s log sheet must be completed and returned with fuel receipts and the Trip Report

- Drivers are responsible for the safe transportation of passengers. They will not act as a chaperone or sponsor.
- Sponsors are primarily responsible for controlling the group. However, all passengers will abide by instructions given by driver.
- Drivers must submit an Expense Report along with itemized receipts to the Business Office for reimbursement of any expenses paid for by the driver. These items may include meals and vehicle expenses such as gasoline and repairs.

Vehicles and drivers are assigned through the Transportation Coordinator. Any schedule changes must be made with the Transportation Coordinator. Drivers are not allowed to deviate from assigned schedules unless authorized by the Transportation Coordinator.

All trip cancellations or delays must be reported to the Transportation Coordinator immediately.

Failure to follow guidelines may result in dismissal of driver

Sponsor Rules:

- Where the laws or safety are concerned, the driver has the final responsibility.
- Driver will determine if travel conditions are hazardous and has the right to cancel the trip
- Sponsors are primarily responsible for controlling the group. However, all passengers will abide by instructions given by driver.
- Drivers are not allowed to deviate from assigned schedules unless authorized by the Transportation Coordinator.
- Alcohol, smoking, and chewing tobacco are prohibited in college vehicles.
- For overnight trips sleeping accommodation must be available to drivers (private room is required).
- Groups are responsible for paying for travel expenses including toll charges, the bus driver's meals and hotel expenses. The group sponsor must clearly indicate on the receipt which expenses are for bus drivers. If the bus driver pays for these items, he will be reimbursed by completing an Expense Report using the groups cost center. Items such as vehicle repairs and fuel will be charged to the Transportation cost center.

**Contacts:** Vice President for Administrative Services

**Approved Date:** 1/1/2016

**Policy History:** 1/1/2002;8/1/2009; 11/16/2014

**Keywords:** bus, driver, transportation, travel,

**Related Form:**