Ball State University Bus Requisition

CONTACT INFORMATION

Requestor's Name ___________________________ Phone # ___________________________ Date Submitted ___________________________

Email Address ___________________________ Bus Monitors (1 name for each bus requested) ___________________________

Name of Student Organization ___________________________ Ball State Account # to be charged ___________________________

TRIP INFORMATION

Purpose of Trip: ☐ Formal / Dance
☐ Other ___________________________ Estimated # of passengers ___________________________

# of buses needed
(A bus holds 45 passengers.)

Destination: ☐ Cardinal Hills Golf Course ☐ The Regency
☐ The Carolina Room ☐ Other (include address): ___________________________
☐ Cornerstone Center for the Arts ___________________________
☐ Horizon Convention Center ___________________________

DEPARTURE INFORMATION

Leave Day: Su M T W Th F Sa RETURN INFORMATION

Return Day: Su M T W Th F Sa

Leave Date: ___________________________ Return Date: ___________________________

Bus Report Time: ___________________________ Anticipated Arrival
Time on Campus: ___________________________

Bus Leave Time: ___________________________ ***Bus Leave Time is typically 15 minutes after Report Time***

POINT OF DEPARTURE & RETURN

☐ North Shelter – the bus turn around located north of LaFollette
☐ South Shelter – located south of the Student Center next to the parking structure
☐ Other on-campus location: ___________________________

***Because of strict liability guidelines, the Office of Transportation requires all organizations to submit a typed alphabetical list of passengers who will be riding the bus. The passenger list must be submitted to Student Life (mdsawacklamer@bsu.edu) on Thursday prior to the trip by 5:00 p.m. If there is more than one bus reserved, a passenger list for each bus must be submitted. Students will not be allowed to switch buses at the time of the trip. All organizations using Ball State buses must also complete the Travel Forms as specified and available at http://rms.bsu.edu/campuslife/studentlife/studentorgs/travel-forms-for-student-organizations.***

I have read and understand the regulations governing the use of Ball State buses and agree that my student organization will abide by these policies.

Signature of person completing bus requisition: ___________________________ Date: ___________________________

Submit this form to the Office of Student Life, Student Center Room 133
INFORMATION FOR THE USE OF 
BALL STATE BUSES BY STUDENT ORGANIZATIONS

To reserve buses:

STEP 1 – Complete and submit a University Bus Requisition form. 
The University Bus Requisition form is available from the Office of Student Life, SC 133. The completed form 
must be submitted to Student Life at least five working days prior to the proposed trip. Bus availability is on a 
first-come-first-serve basis. (If you are aware that you need a bus on a specific date but the event date is still 
two months away, you do not need to wait until five days prior to the event – stop in and complete the form 
asap.)

Most student organizations will be requesting bus reservations for one day trips, however if the pick-up date 
and return date are two separate days, then two separate University Bus Requisition forms will need to be 
completed.

STEP 2 – Submit a check (made payable to Ball State University) for the estimated total cost for buses. 
Prior to the trip, the student organization's Ball State financial account must contain the amount needed for 
the bus cost, as this account will be charged directly by the Transportation Office. Melissa Swackhamer in 
Student Life can help you estimate the dollar amount for buses, although organizations are responsible for 
any additional fees that may be charged by the Transportation Office. Once a check is submitted prior to the 
trip, then it will be deposited into the organization’s Ball State financial account.

STEP 3 – Submit the following forms to Student Life on the Thursday prior to your event by 5:00 p.m. 
(If your event does not take place on a Friday or Saturday, then submit the forms at least two 
workdays prior to your event date.)

- 1 Student Travel Notice 
- 1 Travel Participation Agreement per Ball State student and guest 
- 1 Travel Participant Form per Ball State student and guest 
- Passenger Lists

Detailed information regarding these forms is on the attached pages.

Recognized student organizations may request the use of a University bus in accordance with the following 
policies and procedures:

1. Bus Rates 
   Student organizations will pay for the use of a bus at the established University rate. Bus Rates are listed below 
   and are accurate as of 2/20/2013, but are subject to increase:

   a. Hourly rate for 44-passenger bus - $42.00 per hour 
   b. Hourly rate for 22-25-passenger shuttle bus - $42.00 per hour 
      Shuttle buses can only be used on Saturday and Sunday within Delaware County when 44-passenger buses 
      are not available.
   c. Per mileage rate - If the mileage rate of $1.60 per mile is higher than the hourly amount listed in items a.) 
      and b.), then the Transportation Office will charge your organization the per mile rate.

Bus Information:

   a. An organization will be required to pay the bus rate for a minimum of 3 hours, i.e. if an organization is only 
      using a 44-passenger bus between 5:00-6:00pm, the cost will be for $126.00 (3 hours x $42/hour).
   b. Bus charges begin 30 minutes prior to the bus arrival time listed on the University Bus Requisition form and 
      end 30 minutes after the bus drops off the last passengers at the shelter. In summary, student organizations 
      are charged for the drive time of the bus between the transportation garage and campus.
c. Bus rates are set in August of each year, however are subject to change during the academic year if deemed necessary by the Office of Transportation.
d. Passengers can board the bus from any on-campus location, although the pick-up and return point must be the same location. Typically groups board the bus at the bus shelter located on the south side of the Student Center parking structure or at the bus shelter located in the north lot across from Lafollette complex.
e. If an organization must cancel a bus, please contact the Office of Student Life (765-285-2621) at least 48 hours prior to the bus report time. Failure to cancel a reserved bus will result in your organization being charged a three hour minimum.
f. Once an organization submits the completed University Bus Requisition form to the Office of Student Life, the appropriate paperwork will be completed by this office, including obtaining administrative signatures, and forwarded to the Transportation Office. The Transportation Office will not reserve buses until this paperwork (Form B-501) is received.

2. Travel Forms
All organizations using Ball State University buses must complete the Travel Forms (mentioned in STEP 3 above) as specified and available at http://cms.bsu.edu/campuslife/studentlife/studentorgs/travel-forms-for-student-organizations.

3. Passenger Lists
Because of stricter liability guidelines, the Office of Transportation now requires all organizations to submit a typed list of passengers who will be riding on the bus.

a. Passenger lists must be typed, alphabetical by last name.
b. Submit the list to Student Life at least 48 hours before the trip. You may drop the list off to SC 133 or email it (Word or Excel file) to Melissa Swackhamer at mdswackhamer@bsu.edu.
c. If there is more than one bus reserved for a trip, a passenger list for each bus must be submitted.

4. Bus Monitors
a. For all bus trips, organizations are required to have at least one organization representative serve as a monitor per bus being requested. Names and email addresses of monitors must be listed on the University Bus Requisition form. Bus Monitors must also be identified on the Passenger Lists.
b. For buses making more than one trip to come back to campus and pick up additional passengers, the bus monitor must remain on the bus until all passengers are delivered to the destination.
c. Bus monitors must supervise the boarding of passengers and keep order on the bus. It is expected that all passengers on the bus will conduct themselves in a mature and respectable manner. The student organization reserving the bus is responsible for the actions of every passenger occupying the bus for the trip.
d. Bus Monitors will enforce the policy that possession and consumption of alcoholic beverages by persons riding a University bus are strictly prohibited.
e. Bus Monitors are required to pick up trash left on the bus. Abuse of the bus will result in a $50 fine and/or being charged for damages.

5. Approval
Bus requests submitted by Greek organizations will be reviewed by Kari Murphy, Assistant Director of Student Life.

6. Failure to comply with these guidelines could result in the loss of the organization’s future use of buses.

Revised July 2014
FORMS THAT MUST BE SUBMITTED TO THE OFFICE OF STUDENT LIFE
ONCE THE BUS HAS BEEN RESERVED

Below is a list of forms that must be submitted:

- **1 Student Travel Notice** including a list of students and guests riding the bus and their emergency contact information – submit form to Student Life on the Thursday prior to your event by 5:00 p.m.
- **1 Travel Participation Agreement** per Ball State student and guest – submit forms to Student Life on the Thursday prior to your event by 5:00 p.m.
- **1 Travel Participant Form** per Ball State student and guest – submit forms to Student Life on the Thursday prior to your event by 5:00 p.m.
- **Passenger Lists** with the names of students and guests riding each bus – submit lists to Student Life or email lists to mdswackhamer@bsu.edu the Thursday prior to your event by 5:00 p.m.

Questions:

1. If my organization took a bus trip in September and now we are taking another bus trip in November, do I need to submit the Travel Participation Agreement and Travel Participant Form for each passenger again? **Answer:** Yes, you need to complete both forms for the November trip even if you have already completed them for the September trip. This is being done for your protection and legal obligations.

2. My guest coming to the formal is not a Ball State student. Does he/she need to complete the Travel Participation Agreement and Travel Participant Forms? **Answer:** Yes, each person riding the bus needs to complete the necessary forms. The University needs to know the name and contact information of each person attending your formal/event and riding the bus.

3. Why do I need to submit all these forms when the Transportation Office only requests a passenger list for the use of a bus? **Answer:** The Office of Student Life requires student organizations to complete the forms in case of an emergency. The Office of Student Life also sends the Student Travel Notice to the Office of Risk Management and to the Department of Public Safety (Police Department) prior to each trip.

4. The passengers submitted the forms to the Office of Student Life, but one passenger did not sign the Travel Participation Agreement. What happens now? **Answer:** The passenger who did not sign the Travel Participation Agreement will not be allowed to ride the bus. Make every effort to have everyone sign all forms.

5. Where can I get blank travel forms? **Answer:** The Student Travel Notice (2-page document), the Travel Participation Agreement and the Travel Participant Form can be downloaded from http://cms.bsu.edu/campuslife/studentlife/studentorgs/currentorgs/travel-forms.