

# Shuttle Services Rental Policy

## **Shuttle Reservations:**

The University has shuttles for official University business that may be chartered by a university department or on campus organization for the use of short trips. All shuttles are to be driven by a driver from the office of Shuttle Services.

## **Reservations:**

Any party wishing to reserve a shuttle should contact (Shuttle Services at 985-549-2877). Any party wishing to rent a shuttle bus

After the trip is completed an invoice will be billed to the Department/ Organization for services rendered. All sums are to be paid in full no later than 14 days after the receipt of the invoice. If all sums are not paid within 14 business day a 10% late charge will be added to total invoice.

### **Additional Bus Use Provisions**

1. The department that has reserved the Shuttle must specify a person to be responsible for the passengers while they are on the bus.
2. Horseplay, smoking, and alcoholic beverages are not permitted on the bus; the individual identified by the sponsoring department is responsible for ensuring compliance with these requirements, because the driver must concentrate on driving.
3. The department or organization must adhere to the University's Code of Conduct
4. The sponsoring department is responsible for all damages that may be caused by passengers during the trip.
5. Occasionally, weather conditions or other factors may cause the driver of the bus