

## Hagerstown Community College Bus Usage Guidelines

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In planning a year's activities, there are times when a sizable group will need to travel a distance from the campus (e.g. for a day trip out of the county, a large sporting events, or out of state activity.) Please note overnight trips and long distances trips may be handled by a charter per the discretion of Commercial Vehicle Transportation (CVT) Office. The CVT office is the only office on campus authorized to schedule charter buses, unless an exception is approved by the President. In order to make trips safe and pleasant as possible, the following guidelines are to be observed by HCC groups when using a campus bus:

- All decisions pertaining to the operation of the motor coach will be made by the driver based on legal requirements and college policy.
- The Trip Leader/HCC employee is responsible for ensuring a trip seating roster is filled out prior to the bus departing campus. A trip/seating roster must be secured on the bus and in the drop box on campus before the bus departs the campus. Passenger information should only be shared with proper authorized emergency personnel such as fire or police department.
- In the event of an emergency situation the driver of the bus should notify Ray Huffman or John Cavey at the numbers provided and the Trip Leader/HCC Employee should notify Donna Rudy at 301-500-2301 or 240-675-0863 for student sponsored trip and Donna Marriott at 301-500-2259 or 240-675-4209 concerning employees. In the event the driver is not able to complete the duties of a bus driver the Trip Leader/HCC employee should refer to the bus driver procedure manual for emergency procedures which is located <WHERE>?
- The Trip Leader/HCC employee can not determine any variance for the original trip plan and the HCC bus can only be used for official college business.
- It is the driver's determination when and where fuel stops shall be made in accordance with the college's policy.
- The driver will determine where the bus may be safely stopped during emergencies on the road and where it will be parked at other times.
- All Luggage must be securely stowed. It is the responsibility of the designated Trip Leader/HCC Employee to ensure loading and unloading and access to luggage is supervised.

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- Allowing covered beverages inside the bus is a privilege granted by the College and may be rescinded at the discretion of the driver. Should the driver determine that this privilege is being abused, all drink will be placed in the baggage area. Passengers will have access during stops as needed. There is not allowed to be consumed on the bus.
- The Trip Leader/HCC Employee is responsible to see that passengers put trash in containers provided by the driver and if necessary pick up food and drink trash left by the passengers.
- Passenger behavior on the bus is the responsibility of the Trip leader/HCC Employee. Legal and safety requirements determine that all passengers must be seated when the bus is in motion and it is the responsibility of the Trip leader/HCC Employee to see that this rule is enforced. If the Trip leader/HCC Employee cannot enforce this rule, the driver will park the bus and remain parked until it is enforced.