**VICE PRESIDENT FOR BUSINESS AND FINANCE**

**Department of Facilities Management**

**TENNESSEE STATE UNIVERSITY**

**POLICY AND PROCEDURE STATEMENT**

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| Function: Operation: Inter-Departmental | Date Reissued  August, 2010 |
| Title: Requesting Use of  University  Buses | Issue Number  3 |
| Procedure No. 7.7.3.3 | Page 1 of 1 |

**PURPOSE:**

The purpose of this policy is to describe the procedures for requesting the use of University buses.

**POLICY:**

The Coordinator for Maintenance and Scheduling is responsible for scheduling the use of University buses.  All travel must be in accordance with TSU travel policy.

**PROCEDURES:**

1.     A Motor Pool Request Form must be completed and submitted to the Coordinator for Maintenance and Scheduling. Departments should ensure that funds are available prior to submission of the form.  Payment for services will be processed through the University’s intra-departmental transfer process.

2.     Bus charges will be listed on the Motor Pool Request Form and are subject to change when TBR mileage rates change.  The labor charge is $20/hour per driver. The fee for cancellation of a trip after a driver has reported for duty is $150

3.     All drivers will be appropriately licensed for the vehicle assigned.

4.     Overnight trips should include all travel-related expenses for the driver and be reflected on the group’s travel requisition.

5.     Authorization to use the University bus shall be limited to official use within the scope of employment of the requestor or mission of the requesting department.

**REFERENCES:**

TBR General Travel Policy #4-03-03-00

TBR Athletic and Other Group Travel Policy #4-03-03-50

TBR Motor Vehicle Policy #4:03:02:00

TSU Motor Vehicle Guidelines

TSU Motor Pool Request Form