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## **Charter Bus Rental Policies and Procedures**

### **For UW-Affiliated Renters**

Pertinent information relating to the rental of the university's charter bus is detailed below. Thank you for your review/signature. We look forward to having you ride with us!

**Services:** Transit and Parking Services offers charters for University of Wyoming related events only. Reservations must be made 1 month in advance for overnight trips and 2 weeks in advance for day trips. A 28 passenger bus is provided for in-town charters, and the Fine Arts coach bus (56 passenger) is provided for over-the-road charters with priority scheduling offered to the Fine Arts department.

**Payment Terms:** Payment will be billed after the trip is completed and is due within 30 days of the invoice. Included in the rental charge: Driver's meals, mileage, service hours, preparatory fees, and toll fees. Not included in the rental charge: hotel fees, parking fees, entry fees, or other expenses incurred by the group.

**Itinerary:** Estimated itineraries must be provided 1 month in advance for overnight trips and 2 weeks in advance for day trips. The final timed itinerary must be received in our office no later than five (5) working days prior to departure of the trip. The itinerary must conform to the DOT regulations with regard to the driver's hours of service. Any deviations from the itinerary may result in additional charges.

**Passengers:** The bus is to be used in accordance with the Bus Passenger Policy\*. All over-the-road charters require a minimum of 15 passengers.

**Chaperones:** Attendance of a chaperone is required on trips. Primary chaperones must be paid employees of the University (including, but not limited to faculty, visiting professors, adjunct professors, paid graduate assistants, benefited staff, and non-benefited staff). Chaperones must be at least 21 years of age or older and cannot be undergraduate students.

**Food, Beverages, and Cleanliness:** \$25.00 per hour will be charged for cleaning if the bus requires out-of-the-ordinary cleaning by the driver while on the trip or upon return to Transit & Parking Services. No charges will be incurred if the bus is left clean and orderly.

**Alcohol & Illegal Controlled Substance:** Drinking and transportation of alcoholic beverages in any university vehicle is prohibited. The possession or transportation of any illegal, controlled substance is also prohibited. Any person drinking, or appearing to be intoxicated or under the influence of illegal substances may not be permitted to board the bus or may be asked to vacate the bus. The chaperone and/or driver of the bus will make the determination and contact law enforcement if needed.

**Smoking:** Smoking is not permitted under any circumstances in any university vehicle and is strictly enforced. Smoking breaks can be arranged with our office or the driver. Please inform our office at least five days prior to departure.

**Movies and Music:** Movies or music played on the public video/speaker system should be age-appropriate. If complaints occur the broadcast will be stopped.

**Hotel Reservations:** The individual booking the trip is responsible for reserving and paying for hotel rooms for the driver(s). Each driver is required to have a separate room. Please ensure the selected hotel has adequate bus parking available.

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**Gravel & Dirt Roads:** The over-the-road coach bus (UW-404) may not travel on gravel or dirt roads without prior approval from Transit and Parking Services.

**Baggage:** It is the responsibility of bus passengers to load luggage. Bus drivers will not load luggage. Although the bus has a large amount of luggage space, it is recommended that passengers pack conservatively in order to prevent damaged personal effects and/or difficult loading situations. The University is not liable for damage and/or loss to any personal effects.

**Cancellation Policy:** If a trip is cancelled with more than 48 hours notice prior to departure no charges will be applied. Trips cancelled less than 48 hours prior to departure will be charged a cancellation fee of \$50.00. There will be no charge for cancellation due to weather-related circumstances at the discretion of Transit & Parking Services.

**Note:** It is understood and agreed that the performance of the service detailed in this order is contingent upon the ability of Transit & Parking Services to furnish the equipment and perform the services. Transit and Parking Services reserves the right to sublease or substitute vehicles when necessary and appropriate charges will be billed. Fine Arts charter trips will split the cost differential for an outside charter company on a 50/50 basis with Transit and Parking Services through the Charter Bus Account. All other charter groups will pay the full cost of the outside charter differential. Departments may choose not to proceed with the trip in these circumstances and any cancellation fee will be waived.

Services are subject to any delayed departure or arrivals, or missed connections or cancellations, caused by conditions beyond our control. This includes but is not limited to, inclement weather, lawful authorities, accidents, miscommunication or breakdowns.

**\*Bus Passenger Policy, January 26, 2011**

- 1) UW affiliated personnel (students, staff, faculty, adjuncts, etc.) do not have to sign a waiver as they are covered under UW's insurance.
- 2) The University should not accept additional non-UW passengers on the Charter Bus, even if the University department does not charge for the additional seat, except as follows:
  - a) If the non-UW passengers are accompanying UW employees for business-related purposes. The department (renter) must work with Risk Management to determine if a waiver is necessary if this situation arises.
  - b) Non-UW passengers (for example, dignitaries, donors, etc.) may be authorized by the appropriate Vice-President or higher-level authority to ride for a specific event without a waiver.

In addition to the above:

- 3) The University can contract with other public entities to transport their administrators, students, faculty, and staff and the entity will pay for their portion of the trip. Passengers from the other public entity will be required to sign a waiver prior to riding, which will be coordinated by the department (renter).
- 4) Wyoming state officials and employees do not have to sign a waiver if they are riding on the bus for a UW affiliated reason as they are covered under State insurance.
- 5) In certain narrow circumstances, non-UW personnel can ride on the bus, but they will need to sign a waiver. For example, non-UW personnel who are acting as chaperones, if deemed a volunteer and are accompanied and supervised by a primary chaperone, must sign a waiver. The department (renter) must work with Risk Management in advance of the trip if this situation arises.
- 6) The department (renter) is required to work with the University's Disability Support Service office to make arrangements for any accommodation necessary due to ADA accessibility issues. Accommodations will be provided at the department's expense.

*Please contact the Risk Management Department regarding questions about waivers.*

# Charter Bus Rental Acknowledgment

## Trip Information:

(University Department/Group Name)

(Trip Name)

(Destination City)

(Trip Date(s))

(Expected Number of Passengers)

(Please list any expected luggage or other equipment)

## Trip Organizer Information:

(Contact Name)

(Phone Number)

(Email)

## Trip Contact/Chaperone Information:

(Contact Name)

(Cell Phone Number)

(Email)

## Billing Contact & IDT Information:

(Contact Name)

(Phone Number)

(Email)

(Mailing Address)

(City)

(State)

(Zip Code)

(Entity)

(Account)

(Fund Class)

(Fund Source)

(Org)

(Expense Class)

(Program)

(Activity)

(Future)

I affirm the information above to be accurate and true to the best of my knowledge:

(Authorizing Signature)

(Printed Name)

(Date)

Completed acknowledgment is due at the time of booking and may be scanned, emailed, faxed, or sent by hardcopy to Transit & Parking Services.

**Clear Form**

**Print Form**

**Official Use Only:**

(Date Received)

(Charter Reference Number)