

## Procedure for Bus Trips begin 4 weeks or more before trip date

**Role of the student leader in the Bus Trip process** – The USG or club sponsoring the trip designates *one* Event (Trip) Coordinator. This student is 100%, solely responsible for meeting the deadlines and requirements for safe bus travel.

**Type of Bus to use** – Your destination and the distance determine whether you use a school bus, or a more expensive Coach bus. The USG Treasurer helps student running trip choose from two Bus options:

- a. Coach – for longer trips ( 1 ½ hour –plus), frequently out-of-state trips, that require a bathroom onboard (occupancy = 54)
- b. Yellow School Bus – short, mostly in-state trips, no bathroom onboard (occupancy = 44)
- c. Exceptions to “a. and b.”- Your club may save money by using a yellow school bus for places that are out-of-state, but close enough. (Six Flags, for example.)

Whichever bus type you use, there is an e mail template the Student Activities Office staff will use for your trip.

### **Requesting a Bus**

- a. *At least 4 weeks prior to your trip*, email [Daniel.OReilly@UConn.edu](mailto:Daniel.OReilly@UConn.edu) the date, time, and addresses of all departure and arrival locations. Please allow 1 week for bus vendors to check availability and bid on a price. Student Activities will notify the Bus Requestor of the lowest bidder, and share the quote the received, with you.
- b. Once notified of lowest bidder, submit [budget request](#) , for that bus company. Once approved by USG – Hartford, the USG and Student Activities Office secure a confirmation, finalize the request, and arrange payment.

### **USG Treasurer Role on Bus Trips**

- a. Documentation - Original Request email, all replies to request, and any subsequent documents (PO #, Quotes, Invoices, attendance, etc.) must be placed in The Treasurer’s VCR binder.

### **SAO Roles**

- a. Notify Low bidder - After funding approved, Requestor (Event Coordinator) contacts lowest bid bus company via email, and asks them to save (or “hold”) the bus until a purchase order (PO) can be processed. Student Activities Office staff will start the purchase order request process.

### **Event Coordinator Duties - (Safety and Information)**

- a. Appoint Bus Captain’s - Each trip requires the group sponsoring event to assign two (2) Bus Captains. Staff do not attend student bus trips. You will find two forms, critical to conducting a safe travel experience, at: <https://usg.hartford.uconn.edu/forms-2/> .(Forms explained below in c. and d.)
- b. Obtain Emergency Contact Information - Every participant, including Bus Captains, must complete and turn in a completed and signed [Acknowledgement of Risk](#) form. **Instructions: Revise form with your trip details before distributing!** This form also contain Emergency Contact information. Please handle it accordingly, and protect other’s privacy. The spreadsheet is to be stored digitally, in the [Q drive event folder](#). Remove the Emergency Contact information when printing check-in sheets.
- c. Captains transfer the [Acknowledgement of Risk](#) contact data to the [Bus Sign up Template](#) . The excel format will enable you to alpha- sort your list, to use as a check-in list handle day-of check-in and deal with any issues on trip. Bus captains need to obtain, for emergencies: Bus driver’s cell phone number, Dan O’Reilly’s cell phone number, and the University Police phone number.
- d. **Before the trip** - send the complete digital copy to: [Daniel.oreilly@Uconn.edu](mailto:Daniel.oreilly@Uconn.edu) and to the [University Police](#). Bus Captains should obtain phone contact information for the day of the trip.

- e. **In the Event of an Emergency:** Bus captain immediately notifies Dan O'Reilly 413 519-0149 and UConn Police 959 200-3879. The Advisor and Police will guide the bus captain and make any needed University and parent/guardian contacts. Students should not make those calls to parents.