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 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.oireilly@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.