



## STUDENT TRANSPORTATION POLICY

1. Purpose.

To establish a policy and procedure for the Park University (the “University”) to follow with regards to transporting students to and from University events or events otherwise endorsed or approved by the University (“University Trips”).

2. Scope.

This Policy provides the standard operating procedure for the following kinds of trips: (a) Over the Road Trips; (b) Local trips within the 200 mile radius of the Parkville Campus; and (c) Trips of 1-5 people within the 200 mile radius of the Parkville Campus.

3. Policy.

A. All University employees responsible for over-the-road trips more than 200 miles from the Parkville Campus must adhere to the following policy:

1. All University Trips must have an approved individual Park employee as the sponsor (“Sponsor”).
2. Charter buses must be used.
3. The bus company must carry \$10,000,000 liability coverage, naming Park University as an additional insured and a certificate evidencing the coverage is on file with the Risk Management Office.
4. The bus drivers must be employees of the bus company, *not contract drivers*.
5. The Sponsor must ride the bus and must have a cell phone. (If one is not available to a Sponsor, the Sponsor must contact the Telecommunications Department and obtain a University loaner phone for the trip.)
6. The Sponsor must complete a roster of all individuals who will be riding the bus. The roster, including the cell phone number of the Sponsor, must be given to the University Public Safety Department (“Public Safety”) before the bus departs from the University Parkville Campus.
7. All departures must be from the Parkville Campus either, (1) in front of the Millsap Foyer or (2) in front of the Breckon Sports Center.
8. The Sponsor must notify Public Safety of the date, time, and place of departure. Departure must not occur until Public Safety possesses the complete roster.
9. The Sponsor must sign the bus company’s trip sheet at the conclusion of the trip.

B. All University Trips, within 200 mile radius of the Parkville Campus, will be subject to the following policy.



1. For University Trips with up to 7 people being transported (including the Sponsor), within a 200 mile radius of the Parkville Campus, the University may lease a minivan (that seats no more than seven [7] passengers) for such trips. Prior written approval must be obtained by the Sponsor from the vice president in charge of the department and the Vice President for Finance and Administration. *University students are not allowed to drive any vehicle leased for a University trip. The driver must be an approved University driver who has completed the University's defensive driving course through Public Safety.*
2. For University trips of smaller groups, 1 to 5 people including the Sponsor, for single day outings in the Kansas City Metropolitan area, within a 200 mile radius of the Parkville campus, the University may lease a passenger automobile. Prior written approval must be obtained by the Sponsor from the vice president in charge of the department and the Vice President for Finance and Administration. *University students are not allowed to drive any leased vehicles. The driver must be an approved University driver.*
3. *The policy prohibits the use of fifteen (15) passenger vans for University Trips.*

4.0 Enforcement.

- A. Violation of the Policy by the Sponsor or any other employee of the University may result in disciplinary action, up to and including termination of employment.
  - B. Violation of this Policy by students of the University may result in disciplinary action including expulsion from the University.
  - C. Violation of this Policy may also result in civil liability by the violator to the University, University employees, University students and to third parties.
- 5.0 The University will maintain and “approved vendor list” naming transportation of vendors that are authorized to provide transportation for University Trips.



**Park University**

Risk and Insurance Management

**Student Activities Outing**

On occasions when an organized University student activity requires transportation for a large group of students, faculty and/or staff to attend an activity in the Kansas City Metropolitan area, a school bus may be chartered by the University. The school bus company must carry \$10,000,000 liability insurance, naming Park University as an additional insured and a certificate evidencing the required coverage is on file with the Risk Management Office. *The bus drivers must be employees of the bus company, not contract drivers.*

**Approved Vendor List:**

All vehicles must be leased from a company on the following list, unless otherwise approved by the Vice President for Finance and Administration.

**(minivan seven (7) passenger)**

Enterprise  
7515 N.W. Prairie View  
Platte Woods, MO 64151  
(816) 746-4000

**School buses**

Laidlaw Transit Inc.  
Parkville Operations & Charter  
6207 N.W. Bell Road  
Parkville, MO 64152  
(816) 741-4023

**Over the road buses**

Heartland Motor Coach Inc.  
John Nichols  
PO Box 3243  
St. Joseph, MO 64503  
(800) 279-1734  
(816) 279-4552