

## Bus Rates

Student organizations will pay for the use of a bus at the established University rate. Bus Rates are listed below and are accurate as of 9/19/2018, but are subject to increase:

- a. **Hourly rate for 42-passenger bus - \$44.00 per hour**
- b. **Hourly rate for 22-25-passenger shuttle bus - \$44.00 per hour**  
Shuttle buses can only be used on Saturday and Sunday within Delaware County when 42-passenger buses are not available.
- c. **Per mileage rate** - If the mileage rate of \$2.00 per mile is higher than the hourly amount listed in items a.) and b.), then the Transportation Office will charge your organization the per mile rate.

### Bus Information:

- a. An organization will be required to pay the bus rate for a minimum of 3 hours, i.e. if an organization is only using a 42-passenger bus between 5:00-6:00pm, the cost will be for \$132.00 (3 hours x \$44/hour).
- b. Bus charges begin 30 minutes prior to the bus arrival time listed on the University Bus Requisition form and end 30 minutes after the bus drops off the last passengers at the shelter. In summary, student organizations are charged for the drive time of the bus between the transportation garage and campus.
- c. Bus rates are set in August of each year, however are subject to change during the academic year if deemed necessary by the Office of Transportation.
- d. Passengers can board the bus from any on-campus location, although the pick-up and return point must be the same location. Typically groups board the bus at the bus shelter located on the south side of the Student Center parking structure or at the bus shelter located in the north campus turnaround.
- e. If an organization must cancel a bus, please contact the Office of Student Life (765-285-2621) at least 48 hours prior to the bus report time. Failure to cancel a reserved bus will result in your organization being charged a three hour minimum.
- f. Once an organization submits the completed University Bus Requisition form to the Office of Student Life, BSU Bus Requisition will be completed by this office, including obtaining administrative signatures, and forwarded to the Transportation Office. The Transportation Office will not reserve buses until this Bus Requisition is received.