

CITY OF PLEASANT HILL BUS USE POLICY

PURPOSE: To establish guidelines for the use of the Pleasant Hill city bus.

GENERAL POLICY INFORMATION

The bus is available for city-sponsored events to use for tours, field trips, sight seeing, and shuttle services.

All reservations are made at Pleasant Hill City Hall. Reservations will be granted on a first-come, first- served basis.

PROCEDURE

The department wishing use of the bus must complete and forward the bus reservation form / release of liability form. Pertinent information will be provided on the form, including number of passengers, tour supervisor, destination(s), address of destination, date and time of departure and return. The department will receive a copy of the Pleasant Hill Bus Use Policy.

If the requested date is open and available for use, the reservation request will be entered on the transportation schedule. A phone call will be made confirming receipt of the reservation.

Final details, such as schedule changes, pickup points, etc. are communicated directly between the driver and the trip supervisor.

GENERAL RESPONSIBILITIES:

Passengers

- Shall not board the bus under the influence of alcohol or narcotic drugs, nor consume the same at any time while on board; final determination to be made by driver.
- Shall refrain from unruly behavior or profane or abusive language.
- Shall dispose of litter, trash, foodstuff, etc. in containers supplied by the driver.
- Shall remain seated when the bus is in motion.
- Shall wear seat belts, in accordance with state law.
- Shall not, in any way, annoy the driver or cause any condition that would impair the driver's ability to operate the bus. Excessive noise produced by radios, tape players, CD players, and musical instruments, and throwing of objects around the bus are unacceptable conditions.
- Shall not be permitted to smoke while on board.
- Shall exit through the side windows only in the event of an emergency.

Group Leader:

- Shall be responsible for seeing that the group is aware of and adheres to stated rules and regulations.
- Shall see that all passengers, equipment, etc. are aboard and seated at all

departure times.

- Shall be responsible for completing all required paperwork with all appropriate approval of signatures and payment.
- Shall remain with the bus at the completion of trip until the driver has completed clean-up.
- If the bus is inoperable, the driver will work with the group leader to arrange for alternate transportation or rescheduling of event.

Driver:

- Shall adhere to all DOT rules, regulations, and traffic laws.
- Shall be an employee of the City of Pleasant Hill.
- Shall possess a valid CDL Class B license with passenger endorsement.
- Shall operate the bus safely and responsibly at all times.
- Shall enforce all rules and regulations pertaining to those aboard.
- Shall determine if weather conditions or road conditions permit safe travel and decide proper course of action.
- Shall maintain an inspection checklist of bus equipment and systems before, during, and after the trip.
- Shall have the bus fueled and cleaned after each trip and ready for the next trip before leaving.
- Shall abstain from the use of alcoholic beverages or narcotic drugs for eight (8) hours prior to scheduled departure time.
- Shall abstain from the use of alcoholic beverages or narcotic drugs during driving and on-duty hours, and shall refrain from consumption of same during the trip assignment.
- Shall pass an annual physical examination, including required drug testing.
- Shall pass a criminal background check.
- Shall receive no compensation if the trip is cancelled and the driver has been notified before reporting for duty.
- Shall be responsible for purchase of meals eaten during on-duty hours.
- Participation in the group's event or activity will be at the option of the driver, unless the activity is a closed event.
- Shall wear clothing appropriate to the event/destination of the group.
- Shall be neat and clean in appearance while on duty.

Wheelchair lift equipment: The combined weight of the customer and the mobility aid cannot exceed 600 pounds. The mobility aid can be no more than 30 inches in width and 48 inches in height.