

NOVA SCOTIA AGRICULTURAL COLLEGE  
Bus Policy ( Effective Sept. 1, 2009)

SECTION A

BOOKING

1. The Bus can only be used for groups of 11 or more people.
2. Bookings will be made through Fred Fergus at Ext. 3135 or email [ffergus@nsac.ca](mailto:ffergus@nsac.ca) or Theresa Osborne at Ext. 6710 or email [tosborne@nsac.ca](mailto:tosborne@nsac.ca)
3. Bookings for class work and athletics will have priority.
4. Acceptance of bookings will take into consideration the most economical and suitable use of the bus.
5. A charge for the use of the bus will be made to the user's budget. Budget to be charged must be specified when booking.
6. A) Charge for Bus:

8:00 am - 12:00 Noon	- \$ 100 + gas +**
1:00 pm - 5:30 pm	- \$ 100 + gas +**
5:30 pm - 10:30 pm	- \$ 100 + gas +**
<u>Complete Days</u>	- \$ 175 + gas +**

B) \*\* A spare driver list is being developed for use by departments/groups that do not have a qualified driver. If the driver is not part of the department using the bus, a per hour fee shall be paid to the driver. This fee (presently \$15/hour), as well as the number of booking hours, must be confirmed between the driver and the department.
7. Cancellation of bookings must be TWO (2) WORKING DAYS IN ADVANCE of proposed use. BOOKINGS NOT CANCELLED WILL BE CHARGED.

SECTION B

DRIVERS

1. Drivers must be civil servants or have received prior authorization to drive NSAC/NSDA vehicles (as outlined in the Authorization to Drive NSAC/NSDA (Government) Vehicles Policy).
2. All drivers must hold a minimum of a valid Nova Scotia Class 4 License and satisfactory completion of the mandatory one day "Familiarization of Bus" course that will be offered. Professional Bus Drivers who are contracted by the university will not be required to complete the Familiarization course.
3. Copies of drivers licence and "Familiarization certificate" must be sent to Fred Fergus before the bus can be driven.

4. Drivers are required to report any driving license convictions and/or defensive driving courses completed to Fred Fergus.
5. All drivers must comply with Nova Scotia Utility and Review Board (NSUARB) regulations in regards to “ number of hours driving permitted and rest required.”

## SECTION C

### SIGNING OUT BUS

1. Bus must be signed out and keys picked up at the General Office in the Banting Building (Department of Engineering 8:30 am - 3:30 pm) NO LATER THAN 3:30 PM.
2. Budget to be charged must be confirmed when signing out keys.
3. A credit card can be signed out to purchase DIESEL fuel. The card may also be used for emergency purposes as needed, such as a flat tire or emergency repairs, up to \$1,000.00 per transaction. This credit card is not to be used for other purchases related to travel, i.e. highway or bridge tolls.
4. The bus comes equipped with a pass for use on the Halifax/Dartmouth bridges, the Cobequid Pass, and the Confederation Bridge. The pass is to be used on these bridges and toll highways - do not use the fuel card or personal procurement/travel cards.

## SECTION D

### PRE-TRIP INSPECTION

All drivers are required to complete a pre-trip inspection report before leaving the University. The inspection book is located in the Vehicle. The White Original Copy must be left at the General Office in the Banting Building. After hours, the white copy must be placed in the return key box at the Main Entrance of the Banting Building.

## SECTION E

### ACCIDENT OR BREAKDOWN

In the event of an accident, a “general incident or loss report” must be filled out within 24 hours. The forms are located in the bus. Please submit the form to Fred Fergus, Department of Environmental Sciences, NSAC.

If you are involved in an accident or the vehicle breaks down, please call Fred Fergus at 902-897-7778.

## SECTION F

### RETURNING THE BUS

1. The bus must be returned to the Designated Parking lot and parked in the designated area.

2. Drivers are required to record travel information in the log book provided.
3. Keys & credit card must be placed in the return key box (letter slot) at the Main Entrance of the Banting Building when you return.
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4. Drivers are to report any damage or malfunction of the bus to Fred Fergus at ext. 3135
5. The bus must be swept and cleared of all debris. There will be a \$75 cleaning charge applied if the bus is not cleaned.
6. The bus must be filled with DIESEL fuel upon return.

Revised October, 2009