

# NOVA SCOTIA AGRICULTURAL COLLEGE

## USE OF BUS

### 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 Ext. 3135 or email [ffergus@nsac.ca](mailto:ffergus@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 cost center. Budget cost center 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 +\*\*  
Complete Days - \$ 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 ( \$15/hour), as well as the # of 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 satisfactorily complete 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 Equipment Room in the Langille Athletic Centre.
2. Budget cost center 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 will be located in the Vehicle. The White Original Copy must be left at the Langille Athletic Centre Equipment Room.

## **SECTION E**

### **ACCIDENT OR BREAKDOWN**

In case 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, Environmental Sciences Dept, NSAC.

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

## **SECTION F**

### **RETURNING BUS**

1. The bus must be returned to the designated area at the north end of the Banting Building.
2. Drivers are required to record travel information in the log book provided.
3. **Keys & credit card** must be returned to the Langille Athletic Centre.
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 ( A cleaning charge of **\$100** will be levied if the bus is not cleaned after use.)
6. The bus must be filled with **DIESEL** fuel upon return.

*Revised May 2011*