

OSU Transit Service

Billing Procedures for University Transportation Services

I. Purpose

The following policies and procedures apply to Oklahoma State University departments who have requested service of a bus for extracurricular activities related to University business. The purpose of this document is to establish uniform billing standard and compliance with Federal Transportation Administration FTA 49 CFR 604.3(c) and Federal Motor Carrier Safety Administration for all services provided. Effective July 1, 2020 all Interstate Bus Transportation must be provided by an outside vendor. Approved contracts are listed in OK CORRAL.

II. Definitions

Billing Time: The amount of time that the customer will be charged which begins and ends at Home Base.

Customer: Oklahoma State University Department with a valid departmental charge account (x-xxxxx). Bursar and other form of payments are not accepted.

Daily Minimum: The minimum charge per bus and driver per each day the service is used.

Home Base: 2221 West Lakeview Road, Stillwater, OK. Bus services start and end here.

Charter: Any service paid by a 3rd party as defined FTA 49 CFR 604.3(c) and are not allowed.

Transit Bus: Any bus in our fleet that is 40' or less in length.

Motorcoach Bus: Any bus in our fleet in excess of 40'

Maximum Driver Hours Per FMCSA:

- 10-Hour Driving Limit: May drive a maximum of 10 hours after 8 consecutive hours off duty.
- 15-Hour Limit: May not drive after having been on duty for 15 hours, following 8 consecutive hours off duty. Off-duty time is not included in the 15-hour period.
- 60/70-Hour Limit: May not drive after 60/70 hours on duty in 7/8 consecutive days.

III. Procedures and Scheduling

- All request for services shall be submitted at <https://shuttle.okstate.edu/BusRequest>
- 3rd Party and/or Charter Services are not permissible and will not be scheduled.
- A calendar invite will be provided to the designated requesting department personnel detailing trip and driver information. This calendar invite will serve as a confirmation of services.
- Maximum Driver Hours Rule shall not be exceeded, the driver will go “out of service” in the event there is a delay in the itinerary that results in a violation of the rules and may result in a delay in transportation. OSU Transit Services will schedule additional

resources to prevent a violation based on the provided schedule of events and provide an estimate prior to booking confirmation.

- OSU Transit Services reserves the right to assign the appropriate class of bus for the event to accommodate best practice.
 - Transit Buses generally are used for local in-town.
 - Motorcoach Buses generally are used for out of town and overnight trips.
- Trips are scheduled as resources are available and booked on a “first come, first served” basis.
- When applicable the requesting department is responsible for processing all OSU Travel requests in accordance with University Policies and Procedures.
- The requesting department shall provide a detailed transportation itinerary including times and address/locations. All buses have unique lane and driveway requirements, locations may be altered to prevent damage or safety issues.
- Out of Town/Overnight trips the requesting department is responsible for additional expenses such as driver(s) meals and lodging, non Pikepass tolls, bus parking and any fees are the responsibility of the organization at the time of occurrence. Unless prior approval has been made by the Route Supervisor the Driver’s overnight accommodations shall be the same as the traveling group.

IV Billing

- All service billing time begins when bus departs Home Base, regardless of pick up location.
- All service billing time ends when bus returns to Home Base, regardless of drop off location.
- Motorcoach rate \$90.00 per hour
- Transit Bus rate \$70.00 per hour
- Daily Minimum Rate:
 - Motorcoach Bus \$360.00
 - Transit Bus \$210.00
- All services billed in hour increments
- Second driver is billed at \$20.00 per hour
- Excessive cleaning fee of \$20.00 per hour.
- All rates are subject to change.

V: Billing Policy In The Event Of a Cancellation

- Motorcoach Bus reservations are to be canceled no less than one calendar week in advance of the departure date/time. Failure to make the cancellation will result in a cancellation fee the Daily Minimum Rate.
- Transit Bus reservations are to be canceled no less than 48 hours in advance of the departure date/time. Failure to make the cancellation will result in a cancellation fee the Daily Minimum Rate.

VI: Service Interruptions

OSU Transit Services takes pride in maintaining a dependable and reliable fleet of vehicles, however, mechanical issues may arise. In the event there is a mechanical issue OSU Transit Services will make a reasonable attempt to minimize any disruption or delays including but not limited to roadside repairs or sending replacement OSU bus/driver(s) at our expense. In the event OSU Transit Services cannot complete a trip due to issues beyond our control we will not be responsible for additional transportation costs to complete the trip.