## University of Pittsburgh at Titusville <br> Bus Trip Ticket Form

Guidelines:

1. Only approved drivers and those included on the University Insurance are permitted to operate the Bus.
2. No alcoholic beverages or controlled substances are allowed in the bus by drivers or passengers.

Drivers are responsible for ensuring compliance. Smoking is not permitted in any university vehicles and riders must use their seat belts.
3. The driver must complete a Vehicle usage form, including the names of all riders, mileage, destination, time and place and complete a pre-trip inspection report. Be sure to include the passenger's first and last names.
4. The Bus must be returned to its original state as it left the parking lot. This means the bus is to be clean, no trash or belongings are to be left in the bus.
5. Bus keys must be returned to Campus Police immediately upon return from trip. If the office is closed, contact Campus Police at x 4488 . The keys are not to be kept overnight.
6. In case of an accident, emergency or disabled vehicle, call Campus Police at (814) 827-4488. Registration and insurance cards are in the glove compartment of the bus.
7. Contact the local police and file an accident report if any damage is caused to the UPT bus or another vehicle or object.

Driver's Signature, after agreeing to the above terms of bus usage

## Date

Print Bus Driver's Name $\qquad$

Trip Destination:
Purpose:

Start Mileage: $\qquad$ End Mileage: $\qquad$ Total Mileage: $\qquad$

Date and Time of Departure: $\qquad$
Date and Time of Return: $\qquad$
Passengers Riding in Bus: Please print name. There is a maximum of 24 passengers on the Bus.
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