

Cosumnes River College Standard Operating Procedure (SOP)
Bus Requests (non-Athletics)

Responsible Division: Vice President Administrative Services (VPA)

Revised: 3/31/2016

Purpose: Outline the process for prioritizing and funding buses for non-athletic uses. Bus requests are prioritized by the Bus Oversight Taskforce (BOT), an eight-member committee co-chaired by the VPA and a faculty member appointed by the Academic Senate.

Request Process

1. VPA or VPAs Administrative Assistant (VAA) emails the [Bus Request Form](#) to all managers by April 1 for bus requests for the subsequent fiscal year.
2. Managers work with their department chairs and other division personnel to identify potential bus trips and complete the Bus Request Form. Requests approved by the division manager are emailed to the VPA and VAA by April 15.
3. The VAA compiles all requests and obtains quotes from 3 approved bus vendors to estimate the total cost of bus requests for the fiscal year.
4. If estimated total costs exceed the available bus budget, a BOT will be formed by May 1.
5. The BOT meets by May 10 to review and prioritize the bus requests for the upcoming fiscal year.
6. By May 15, final results will be determined and VPA or VAA will notify the BOT and the manager and requester of the funded trips so they can begin planning their trips for the subsequent fiscal year.
7. For approved trips, the VAA will send an email with the [Bus Itinerary Form](#) to the requester to complete and send back to the VAA for quotes and booking.
8. The VAA will then update the quotes and book the bus for the approved trips with the lowest cost vendor.