

PALM BEACH STATE COLLEGE

Vehicle Usage and Driver Rates

PE#8* (32 max) & PE#11 (39 max) Fees

Trip under 100 miles \$ 96.00
Trip under 200 miles \$142.00
Trip under 300 miles \$184.00

Trip under 400 miles \$230.00
Trip under 500 miles \$274.00
Trip over 500 miles \$318.00

*PE#8 is 2-wheelchair capacity

Fuel:

Vehicles are loaned out with a full fuel tank. The group utilizing the vehicle is required to return it with a full tank or the group will be charged for filling the tank.

Groups are responsible to purchase fuel for longer trips while on the road. Always refuel before the tank goes below a quarter ($\frac{1}{4}$) of a tank as a precaution.

OPS Driver:

The Driver rate is \$15.00 per hour. Drivers earn a minimum of 4 hours of compensation on day trips. Driving hours are not to exceed 10 hours per day. On overnight trips, drivers receive a minimum of 10 hours of compensation. Lodging must be provided by the group organizing the trip for the driver.

All programs must pay for a Driver at the rate of \$15.00 per hour, if they opt not to drive themselves in a Van.

Palm Beach State College Student Activities will not be charged for OPS drivers when using the bus.

Bus & Van Rules and Policy: NO EATING OR DRINKING on Buses and Vans! Group leaders are responsible for allocating time for planned stops for eating and bathroom use. The bathroom on board is not to be used! Emergencies ONLY!

Cleanliness of the Bus: Group leaders are responsible for the cleanliness of the bus. There will be a cleaning fee of \$50 should the driver have to clean the bus or van.

Procedure for reserving a Bus or Van:

1. Go on-line to <http://www.palmbeachstate.edu/safety/vehicle-calendars.aspx> to view the calendar for availability. Submit the *Student Activities Vehicle Reservation Form*. Reservation must be approved by Supervisor, and the appropriate Dean/VP of your campus. All completed reservation forms should be emailed to studentlifetransportation@palmbeachstate.edu (Transportation Coordinator).
2. The Transportation Department will determine whether a bus or van is more appropriate for your trip. More than 14 passengers will require a bus. Request PE#8 for up to 32 passengers, which can accommodate two wheelchairs, or PE#11 for up to 39 passengers.