

City of Huntington Woods Bus and Van Rental Policy

I. Policy

The City of Huntington Woods busses and van are operated and maintained for public use by the City for the purpose of recreational activity. When available, the bus/van will be available for rent by residents and Recognized Community Groups when meeting the outlined criteria available in this policy. Use by non-residents is not permitted.

II. Bus/Van Usage

- A. Availability:** The bus/van will be available to residents and Recognized Community Groups only after all city-sponsored activities have been scheduled.
- B. Cancellations:** The Recreation Center reserves the right to cancel reservations due to inclement weather or situations beyond our control.
- C. Drivers:** Only certified, Huntington Woods staff drivers will be allowed to drive the bus or van, all of whom have passed all requirements for driving a public passenger-carrying vehicle.
- D. Time Limit:** Rentals are not to exceed the hours listed below:
Sunday – Thursday rentals must be completed by 11:00 pm
Friday and Saturday rentals must be completed by 1:00 am
*The bus may not be rented out overnight.
- E. Distance Restriction:** Rentals must be within a 75 mile radius of Huntington Woods and may not leave the State of Michigan.
- F. Scheduling:** Rentals may not be made more than six months in advance.
- G. Eligibility:** The vehicles are available for rental by a resident, Recognized Community Group and the Berkley School District for school functions.
- H. Scheduling Requests:** Our best efforts will be made to comply with bus use requests. However, due to the fact that these vehicles are primarily intended for City use, the City reserves the right to cancel a private reservation if necessary.
- I. Smoking:** Smoking is strictly prohibited in any City vehicle.
- J. Food/Beverage:** Are not to be consumed in the bus/van.

III. Responsibility

- A. Damages:** each individual or group reserving a bus/van accepts full responsibility for any damage incurred.
- B. Damage Charges:** Shall be invoiced by the City of Huntington Woods and will be due no later than one month after charged. (The said charge must be paid before the individual or group will be granted use of any City facility in the future.)
- C. Liability:** The Recreation Department is not liable for theft or personal injury that may occur to any member(s) of any group or individuals while on the vehicle or on a trip.
- D. Supervision:** A ratio of at least one adult, over 21 years of age, is required for every 15 children on the vehicle.
- E. Clean-up:** It is the responsibility of the renter to remove all trash and personal belongings at the conclusion of the trip. The vehicle(s) must be left in the same condition it was found at the inception of the trip or a cleaning bill will be charged at \$20 per hour.
- F. Conduct:** Unnecessary noise, profanity, disorderly or improper conduct will not be permitted.
- G. Directions:** It is the responsibility of the group to supply the driver with directions to the desired function. These directions should be clear and supplied at least one week prior to the date of the function.

IV. Applications

- A. **Satisfy requirements:** Renters are required to complete and sign the Transportation Reservation Form.
- B. **Allow sufficient time:** When scheduling a trip, renters must include adequate time for pick-up and drop-off.
- C. **Separate reservations required:** Reservations may not be made on a regular basis (i.e.: weekly, monthly, etc.). Each reservation must be made separately and approved by the Transportation Coordinator.
- D. **Cancellations:** Must be made at least 1 week in advance of the reservation date. Any group canceling less than 1 week prior to their rental date will be assessed a \$50.00 cancellation charge.
- E. **A 50% deposit** of the estimated charges is required on all rental applications. The balance is due upon receipt of final invoice.
- F. **Failure to comply:** Misrepresentation by any group or individual will result in immediate cancellation of the rental and forfeiture of the deposit.

V. Fees

The renter is responsible for paying the fees as charged on the Transportation Reservation Form.

VI. Behavior of Passengers

It is the responsibility of the group to ensure that all passengers adhere to the following rules:

- A. If it is a youth activity, there **must** be adult supervision on the bus. There must be at least one adult (21 years or older) for every 15 youths. Supervisors must be capable of controlling the children and/or young adults. The names, addresses and phone numbers of the supervisors must be provided to the Transportation Coordinator.
- B. Passengers must remain seated and facing forward at all times.
- C. Nothing may be put out of the bus windows including hands, arms or heads.
- D. Emergency window exits and the emergency rear door may not be activated unless there is an emergency.
- E. In case of an accident, the driver or supervisors will instruct the passengers to seek a safe spot on the shoulder of the road away from traffic if the bus is in an unsafe position.
- F. Failure to abide by these safety and behavior +rules may necessitate the driver pulling the vehicle off the road to give the group a warning. Our primary responsibility is to assure a safe trip. If the driver is unable to get the cooperation of the passengers, the trip will be terminated.
- G. In the event of misbehavior, the Recreation Department reserves the right to deny the group or individual future rentals.