

Bus Information

Reserving Buses for Away Games

Arrangements for buses will be made by the athletic office in conjunction with operations for all away trips. Coaches are expected to review the transportation calendar to ensure that all of their games have been covered.

Receiving Keys and Returning 14-passenger Buses

Coaches are to pick up bus keys from operations on the day the bus is needed. All paperwork required by operations for usage of the bus is to be filled out prior to the team's departure.

In returning *MPCS* buses, our coaches/drivers are to

1. Have players pick up all trash and sweep if necessary;
2. Back the bus into its designated space; and
3. Return the keys and paperwork to the drop box.

In returning *Rental* buses, our coaches/drivers are to

1. Have players pick up all trash and sweep;
2. Park the bus in the bus parking area outside the gym, with the bus backed in against the curb; and
3. Return the keys and paperwork to the drop box.

Large Passenger Buses, Driver's Pay

Coaches may pursue adding a CDL license in order to help with transportation needs. Coaches/drivers with a CDL will be

- Paid at a rate of \$30/trip locally and \$15/hour outside metro Atlanta;
- Scheduled first in providing transportation needs for their sport, ensuring that their team(s) always have transportation;
- Asked to drive only their team(s) without being assigned to other sports or events.

Bus Breakdowns, Flat Tires, Etc.

Any problems with buses should be communicated immediately to your athletic director and director of operations or, if they are unavailable, the athletic administrative assistant. Teams that are able to continue traveling and arrive for their game with a full squad may keep the game; if not, the game should be rescheduled. Typically, in the event of a breakdown, the priority will be to find a safe, alternate option for all players and coaches to return to MPCS. *Our buses are not equipped with spare tires or jacks due to their weight.* Once alternate plans are made, student-athletes should contact their parents to inform them of where and at what time they should be picked up.

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