UTD Student Organization Transportation Guidelines

The following guidelines have been set for all student organizations that are in good standing with the University; and have arranged transportation to pick up students on campus for an off campus event. These guidelines should be followed in chronological order.

1. Notify the UTD Police and Activities Center that _____ organization is having an event and arranged transportation will be in the Activity Center parking lot on Data/Time. Please identify when the bus will leave/return.

2. The week of the party schedule an appointment with the appropriate University staff member or advisor to go over the policy and discuss any issues that might occur.

3. Campus property, including parking lots from where buses depart and arrive, must be maintained in a safe and clean manner at all times. The organization must insure that the bus departure/arrival site is properly maintained both before and after the event. The organization must arrange a monitor on the bus for the departure/arrival.

4. Each organization is to organize a trash pick up committee who will inspect the parking lot/bus after all participants have left. The committee is also responsible for insuring the parking lot is trash free once the buses leave campus.

5. Return form to Center for Student Involvement. All fraternal organizations should return this form to the Fraternity & Sorority Life Office.

Sanctions

If a group fails to adhere to these policies, the respective group's governing body or Dean of Students can impose sanctions, ranging from fines to community service to lose of privileges.

The Dean of Student reserves the right to make changes to this policy when the need arises.

Name of organization: _____

Co-Sponsors:_____

Transportation departure date/time from the UTD campus: _____

Transportation arrival date/time to the UTD campus:_____

I, _____, have read and understand my organization's obligations as stated in this document.

Signature of Organization Representative Date

Signature of Organization President Date

Signature of Organization Advisor Date