

**USC Upstate Department of Public Safety  
Transportation Request  
Spartan Shuttle, Athletic Buses and Vans**

The Spartan Shuttle, athletic buses, and vans with an accompanying driver are made available to members of our campus community to rent for day or evening excursions within the Upstate region. Requests for such are submitted for approval to the Fire Marshal within the Department of Public Safety. The Assistant Director of Student Life, John Montemayor must also sign this form prior to approval from the Director of shuttle bus services. All rental requests must be made at least two weeks prior to the scheduled event. Moreover, rental fees are charged to cover basic vehicle and driver costs. These may fluctuate based on current fuel and insurance costs. Requests will not be processed until a deposit is received and all required documentation is completed and submitted. No alcoholic beverages, drugs, paraphernalia or weapons may be transported in a University owned vehicle. No public intoxication will be permitted on the shuttle bus. A group advisor must be on the bus at all times or the driver will not move the bus.

Date of request: \_\_\_\_\_ Event date: \_\_\_\_\_

Event Location: \_\_\_\_\_

Requesting/Sponsoring Organization: \_\_\_\_\_

Organization Representative: \_\_\_\_\_

Pick-Up Time: \_\_\_\_\_ Pick-Up Location: \_\_\_\_\_

Event End Time: \_\_\_\_\_ what is the method for payment: check Y\_\_\_ N\_\_\_

Number of Passengers: \_\_\_\_\_ (shuttle limited to a maximum of 32 passengers)

Number of Round Trips to the Event: \_\_\_\_\_ Account number to be charged: \_\_\_\_\_

\*Social Chairperson (print): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Advisor's Name (print): \_\_\_\_\_ E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Advisor's Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Director of Student Life Signature (Required): \_\_\_\_\_

Please ensure that the bus is left in the same condition you found it or a measured clean-up cost will be charged to your account. We look forward to working with you on your transportation needs and trust you will enjoy a successful event. We will notify you if transportation and driver is available.

\*Cancellations must be in writing at least two weeks in advance of requested transportation event; otherwise, full price will be charged to the account and no refund will be issued.

**\*\*\*The shuttle bus is equipped with a front and rear camera with audio. \*\*\***

Troy D. Brewington

Fire Marshal

**Departmental Use Only**

Amount Owed: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Date Paid: \_\_\_\_\_