

# Field Trip Services

## Bus Monitor Memo of Understanding

Group: \_\_\_\_\_ Trip Date: \_\_\_\_\_ Trip #: \_\_\_\_\_

**Read this entire document before signing.**

By our signature below, I/we agree to act as bus monitors. As monitors, we will act in a responsible manner and will take any reasonable actions within our power to provide safe and reasonable passenger conduct.

I/We understand that the University of Massachusetts' Code of Student Conduct also applies to conduct on board Field Trip Service vehicles.

**Groups that violate the Field Trip alcohol policy or the Student Code of Conduct will be suspended from Field Trip Services.**

Signature:

Printed Name:

Office held:

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### Bus Monitor Responsibilities

- Identify yourself to the bus driver.
- You must be present, sober and available to the driver at all times including the return to campus.
- Keep aisles clear; use the rear door only in case of emergency.
- Prevent your group from bringing any containers of alcohol on board.
- Enforce the no smoking regulation.
- Provide the identity of any passenger in your group at the bus driver's request.
- Ensure that the occupancy of the bus does not exceed seating capacity. Buses seat 38 to 44 adults.

### Please note:

- The Bus Monitor MOU and a purchase order from Campus Activities are due one week prior to your trip. Field Trip Services reserves the right to cancel reservations if this deadline is not met.
- At least half of the passengers on each bus are expected to be members of the sponsor group.