



## **Kutztown University Policy STU-028**

---

### **VISITING BUS PLANS (Discharging/Parking/Pick-Up)**

#### **A. Purpose**

- To establish the best possible plan for buses in the discharging, parking, and pick-up of visiting guests.
- To minimize the blockage of roadways and to keep traffic flow as normal as possible during events that require bus traffic.

#### **B. Scope**

#### **C. Definition(s)**

Visiting bus plan - to include arrival route, discharge/pick-up location, parking, and exit route.

#### **D. Policy & Procedure(s)**

Any event that has an excess of 2 buses must contact the Director of Public Safety and Police Services and/or the Director of Conference Services in order to establish the best possible visiting bus plan.

- Internal Event - It is the responsibility of the coordinator of the event to contact the Director of Public Safety and Police Services in order to create a specific visiting bus plan for his/her event.
- External Event - The coordinator of the external group must work through the Director of Conference Services (who will consult the Director of Public Safety and Police Services in developing the appropriate visiting bus plan).

A reminder that the best possible plan may not allow for door-to-door discharge and pick-up or adjacent parking.

#### **E. Effective Date**

November 18, 1998

Policy STU-028

Revised 10/2007

**F. Approved By**

Dr. David McFarland, President

**G. Last Reviewed**

August, 2010

August, 2011

August, 2012

August, 2013