

Procedure for the Booking of UTAR Bus

i) UTAR Bus Schedule

- a) UTAR buses are scheduled to transport students during the Orientation week, teaching weeks and examination weeks

ii) Booking of UTAR Bus

- a) The buses can also be booked by the Faculties, Centres, Divisions, Departments and Student Clubs & Societies for their study tours, activities and functions
- b) The bus booking form is available in Web2 (UTAR form> DGS form) and UTAR Bus Service website
- c) The completed form is to be approved by the Dean/Director/Administrative HOD.
- d) Booking of the bus by Student Clubs & Societies is to be submitted through the Department of Student Affairs (DSA). The booking form is to be approved by the HOD of DSA.
- e) The following documents are to be attached with the UTAR Bus Booking form:
 - Passenger List
 - Itinerary
 - Supporting document(s) if it is a University Event/Course Field Trip/Site Visit
- f) The Staff in charge for bus booking (DGS) will inform the bus availability, bus and driver details via email.
- g) The booking will be rejected if it disrupts the bus schedule and FMHS clinical posting schedule during study / examination period.
- h) The applicant must check beforehand that the destination route is safe and accessible by the bus.
- i) For bookings that involve overnight trips, the applicant is required to arrange the accommodation for the bus driver(s).
- j) Trips that involve driving more than 300 km one way or 4 hours of continuous driving will require a Second Driver.

iii) Bus Rental and Bus Driver Overtime Charges

Rental Charges of UTAR Bus

KLANG VALLEY				
Description	Small Bus (25 seater)		Big Bus (44 seater)	
	Charges Within Klang Valley	Charges Outside Klang Valley	Charges Within Klang Valley	Charges Outside Klang Valley
Same Day (Round Trip)	RM150.00	RM170.00	RM200.00	RM300.00
More than one day – sent to destination and picked up on another day	RM300.00	RM340.00	RM400.00	RM600.00

Overtime for Driver

Description	$\leq \frac{1}{2}$ Day (RM)	$> \frac{1}{2}$ Day, \leq Full Day (RM)	Additional Hour (RM)
Monday to Saturday	35	70	15
Sunday	35	70	20
Public Holiday	140	140	30

Note :

Full day = 8 hours

$\frac{1}{2}$ day = 4 hours

*Note: Bus Rental and Bus Driver Overtime Charges are waived for the bus booking for University Event, Faculty's Course Field Trip/Site Visit or Staff/Students representing the University in Official Functions.

Department of General Services (Sungai Long Campus)

Tel: 03-90860288 Ext:723