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Vicksburg
Mississippi

CITY OF VICKSBURG SHUTTLE BUS RULES & REGULATIONS

Shuttle Bus Rules & Regulations (Revised 06/15/2026)

The City of Vicksburg, Mississippi owns a 42-passenger bus which is to be used by and for the benefit of the Vicksburg Convention Center, the City of Vicksburg Senior Center, Main Street and the Vicksburg Convention and Visitors Bureau. The shuttle bus is for the purpose of providing transportation to and from events and tourist destinations for the clients at the Vicksburg Convention Center, for programs provided by the Senior Center, Vicksburg Police Department and Vicksburg Fire Department, and tour events or special events sponsored by Main Street and the Vicksburg Convention and Visitors Bureau. The bus is not to be utilized by private entities or for the benefit of private programs.

1. All requests for shuttle transportation availability must be made in writing by emailing the VCC Executive Director at his/her email address with the completed Bus Reservation form. The form will include:
 1. Name of Requesting Party (authorized representative)
 2. Date of inquiry
 3. Name of group
 4. Number of attendees/tourists
 5. Where the points of stops and starts will be
 6. Times of pick-ups and drop offs.
2. Reservations will be filled on a first-come, first-served basis and must be confirmed within 72 hours of making the reservation. If the reservation is not confirmed within three days, the reservation will be canceled.
3. The Bus Reservation Form must be completed and signed by an Authorized Representative and faxed to the VCC Director at 601.630.2910. Once received and approved by the VCC Director, the VCC Director will sign the form and fax back to the Authorized Representative confirming the bus reservation. If the reservation form is not signed by the VCC Director, the reservation is not confirmed or scheduled. If the reservation is confirmed, all required deposits/ payments must be received within 7 days, If a required deposit is not paid within 7 days of the confirmed reservation, the reservation will be canceled and the VCC Director shall notify the Authorized Representative. **The Senior Center, Vicksburg Police Department and Vicksburg Fire Department are not required to pay a deposit or any other fees since this is a program provided by the City of Vicksburg.**
4. Changes or additions to bus schedules and times need to be made through the Authorized Representative and the VCC. Times of departure and return need to be accurate. If multiple trips to a single location are requested, this must be noted. An

address of each stop is requested in case the VCC needs to provide directions to the driver.

5. At least a week prior to bus usage, VCC Director will e-mail Authorized Representative to receive confirmation of times and emergency contact name and cell number. If the information has been provided on the original reservation form, another contact may be requested. The shuttle driver's name and cell number will be provided to Authorized Representative confirming reservation details.
6. Reservations for the bus cannot come from individuals. Reservations need to be in conjunction with attendees associated with VCC conventions/ meetings/ events, the City of Vicksburg Senior Center, Police Department and Fire Department, and Main Street and the VCVB special tourism events. The bus must have at least 15 passengers to be reserved for an event. The bus cannot be used to provide transportation to other entities that already have a shuttle service.
7. Reservations and cancellations need to be made in writing and faxed to the VCC Director at least 5 business days prior to requested service. If a reservation or cancellation is made less than 5 business days in advance, there will be a \$30.00 fee assessed to the Authorized Representative. The \$30.00 fee also applies to no shows.
8. The bus cost to authorize groups is \$11.00/ hour for the driver's wage and the federal mileage reimbursement rate for privately owned vehicles to cover the cost of fuel and maintenance. Mileage is calculated from the bus garage to its return at the bus garage. The driver will be required to fill out a log for each trip. Each user will be assessed a three (3) hour minimum charge.
9. Alcoholic beverages, glass or open bottles are NOT allowed on the bus at any time. Riders need to be made aware of these regulations by an Authorized Representative.
10. Bus service for a city-wide or major event will be recommended by the Director of the VCC, the Director of the Senior Center, Vicksburg Police Department Chief, Vicksburg Fire Department Chief, Director of Main Street, and the Director of the VCVB to the Board of Mayor and Aldermen for approval. This type of service needs to be negotiated and approved during the planning stages of the event. For city-wide events when multiple properties are being used, the expenses will need to be covered by the event for the use of the bus. Each property will be given a schedule of bus times.
11. Should the Board of Mayor and Alderman of the City of Vicksburg have an event or need for the use of the bus, they will work with the Director of VCC for scheduling. There will not be any fees applied to the Board and the use shall be approved in the Official Minutes of the City. \