

**ASSOCIATED STUDENTS OF UTAH STATE UNIVERSITY**  
**EVALUATION OF EXISTING STUDENT FEE**  
**FORM EESF-1**

Please complete the following information and submit to the Director of Student Involvement & Leadership office no later than **December 19, 2025**. This form will be required each year student fees is in existence.

**NAME OF RESPONSIBLE ADMINISTRATOR:** Tracy Hulse

**NAME OF ADMINISTRATIVE FEE CHAIR:** Halle Hart

**NAME OF DEPARTMENT:** Parking and Transportation

**CONTACT PERSON:** Tracy Hulse (Phone: 797-3471)

**NAME OF EXISTING FEE:** Aggie Shuttle or Bus Fee

**BUSINESS SERVICES REP:** Karlee Thomsen (Phone: 797-5670)

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Please complete the following. In addition, please attach the budget fee request worksheet, along with any other documentation you feel would help the University Student Fee Board understand the purpose and use of the fee

Background: Explain the original purpose of the fee

The original purpose of the bus fee was to provide funds to maintain and purchase new buses for the Aggie Shuttle System. The Aggie Shuttle or bus fee covers 80% of operating expenses for the Aggie Shuttle. The remaining 20% of total revenue is generated through other sources.

The fleet consists of 12 full-size buses and two mini buses. During the 2024-25 period, we provided 807,566 rides. All 12 full-size buses are used on campus during peak hours, which include seven daily routes, one evening route, and charter services. To address high passenger volumes from 8:00 AM to noon, we operate an additional bus on the 800 East and Stadium routes when sufficient staff are available.

USU's full-size bus fleet exclusively utilizes compressed natural gas (CNG), which reduces carbon particulate emissions and contributes to a cleaner environment. We now have four Gillig transit style buses. These transit-style "low floor" buses offer enhanced comfort and ease of boarding and un-boarding. Additionally, the Gillig buses are known for their mechanical reliability, with positive feedback reported from several of our peer institutions that have been using them.

The cost of buses has risen significantly, our long-term plan for the Aggie Shuttle is to continue replacing our older Thomas “high floor” school bus models with the more modern Gillig “low floor” transit style bus.

In 2023, Aggie Shuttle introduced the Water Lab route, utilizing a mini bus to transport students, faculty, and staff to and from the Water Lab. This new route has been a great success, transporting an average of 200 riders per week and providing a much-needed service to that part of campus. Beginning this semester, the Water Lab route will shift to an on-demand call-ride model. Drivers will remain positioned on central campus and respond to ride requests through the app, rather than circulating the route. This adjustment will maintain current wait times while greatly reducing mileage and fuel usage for our mini-bus fleet.

The Aggie Shuttle buses are driven by 40+ student employees who hold a commercial driver's license (CDL). Recruiting employees with CDLs is challenging due to the increased demand for bus drivers statewide. Most Aggie Shuttle drivers are trained by Parking and Transportation staff who are certified CDL trainers and testers. The CDL process and USU training take an average of five weeks to complete.

In 2016, we purchased two mini-buses which are used on charters and routes with high demand. Mini buses may be driven by an operator without a commercial driver's license, thus allowing drivers to work while they obtain their CDL. As part of the long-term plan, these mini buses will also be replaced as they age.

In the fall of 2017, USU purchased our own CNG compressor and fueling system. Prior to this date, we were dependent upon the State of Utah fueling system. This allows us to contract directly with Dominion Energy to secure Compressed Natural Gas at a considerable savings.

We are requesting a \$1.73 increase to the student fee, bringing the total to \$24.00.

A full Financial Statement of Student Fees (Refer to Appendix A).

A replacement strategy is outlined for each bus. (Refer to Appendix B.)

Request is made for current fee to: (Check one)

Remain at current level (no justification required)

Increased from current level  
Describe the impact the increase will have on existing program(s)

This \$1.73 increase is a minimal increase to students but will provide the Aggie Shuttle with approximately \$62,000. This is greatly needed as new buses are purchased to replace aging buses that are having many mechanical issues. This will also help with the inflation we see for the purchase and continual maintenance of the Aggie Shuttle fleet.



Decrease from current level

Describe the impact the increase will have on existing program(s)

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Tracy Hulse  
Fee Administrator

12/5/2025  
Date

Karlee Thomsen  
Business Services

12/5/2025  
Date

Dave Cowley  
Dean/Vice President

12/5//2025  
Date

# UTAH STATE UNIVERSITY ASSOCIATED STUDENTS

## BUDGET FEE REQUEST FORM

ANALYSIS OF *Bus (Aggie Shuttle) fee*

CURRENT SBF AT PLATEAU:

REQUESTED SBF AT PLATEAU:

BUDGET FORMULA: \$1.00 in fees is approx. \$36,000 in FY budget

<b>\$22.27</b>	<b>\$24.00</b>
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	2024-2025 SBF Actuals	2024-2025 other Actuals	2024-2025 TOTAL	2025-2026 SBF Budget	2025-2026 other Budget	2025-2026 TOTAL	SBF DIFFERENCE
<b>STU BODY FEES</b>	\$ 711,785.49		\$ 711,785.49	\$ 801,720.00		\$ 801,720.00	11.88%

Attach the REQUIRED explanation of variances of 5% or more.

				Projected FY26			
<b>REVENUE RESOURCES</b>							
Charter Revenue		\$ 75,889.25	\$ 75,889.25		\$ 67,380.12	\$ 67,380.12	-11.88%
Van Training		\$ -	\$ -		\$ 930.00	\$ 930.00	200.00%
Insurance Recovery/Equip Surplus		\$ 431.25	\$ 431.25		\$ 1,440.00	\$ 1,440.00	107.82%
	\$ -	\$ 76,320.50	\$ 76,320.50	\$ -	\$ 69,750.12	\$ 69,750.12	
<b>EXPENSES</b>							
<b>PERSONNEL</b>							
Salary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Wages	\$ 272,511.76	\$ -	\$ 272,511.76	\$ 281,453.40	\$ -	\$ 281,453.40	3.23%
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ 272,511.76	\$ -	\$ 272,511.76	\$ 281,453.40	\$ -	\$ 281,453.40	3.23%
<b>OPERATING</b>							
In-state Travel	\$ 2,710.91	\$ -	\$ 2,710.91	\$ 340.80	\$ -	\$ 340.80	-155.33%
Out-of-state Travel	\$ 3,805.05	\$ -	\$ 3,805.05	\$ 1,902.53	\$ -	\$ 1,902.53	-66.67%
Telephone Recurring	\$ 358.20	\$ -	\$ 358.20	\$ 59.70	\$ -	\$ 59.70	-142.86%
Telephone - Non-Recurr	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Data Processing	\$ 31,522.15	\$ -	\$ 31,522.15	\$ 37,336.75	\$ -	\$ 37,336.75	16.89%
Printing	\$ 925.16	\$ -	\$ 925.16	\$ 624.00	\$ -	\$ 624.00	-38.88%
Commuting/CNG Fuel	\$ 56,916.03	\$ -	\$ 56,916.03	\$ 58,623.51	\$ -	\$ 58,623.51	2.96%
Contract Agreement/Drug Testing	\$ 1,398.00	\$ -	\$ 1,398.00	\$ -	\$ -	\$ -	-200.00%
Rentals (Excl Autos)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Insurance	\$ 21,500.00	\$ -	\$ 21,500.00	\$ 22,145.00	\$ -	\$ 22,145.00	2.96%
Operating Supplies	\$ 7,928.00	\$ -	\$ 7,928.00	\$ 6,548.83	\$ -	\$ 6,548.83	-19.05%
Tools & Equipment	\$ 8,377.91	\$ -	\$ 8,377.91	\$ 17,379.41	\$ -	\$ 17,379.41	69.89%
Office Supplies	\$ 33.99	\$ -	\$ 33.99	\$ 35.01	\$ -	\$ 35.01	2.96%
Uniforms & Apparel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Repairs/Maint. Facilities	\$ 55.86	\$ -	\$ 55.86	\$ 1,104.00	\$ -	\$ 1,104.00	180.74%
Facilities Materials	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Repairs/Maint. Other	\$ 43,849.41	\$ -	\$ 43,849.41	\$ 39,716.86	\$ -	\$ 39,716.86	-9.89%
Vehicle Maintenance	\$ 116,231.83	\$ -	\$ 116,231.83	\$ 96,364.63	\$ -	\$ 96,364.63	-18.69%
Awards	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Registration Fee	\$ 300.00	\$ -	\$ 300.00	\$ 1,836.00	\$ -	\$ 1,836.00	143.82%
Receptions	\$ 135.78	\$ -	\$ 135.78	\$ 571.30	\$ -	\$ 571.30	123.19%
Adver/Promotion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Other Current Expense	\$ 1,178.00	\$ -	\$ 1,178.00	\$ 816.00	\$ -	\$ 816.00	-36.31%
COG's	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
CNG Compressor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
2023 Loan - down and payment	\$ 170,367.63	\$ -	\$ 170,367.63	\$ 157,509.62	\$ -	\$ 157,509.62	-7.84%
2025 Loan - down and payment	\$ -	\$ -	\$ -	\$ 347,810.62	\$ -	\$ 347,810.62	200.00%
<b>OPERATING</b>	\$ 467,593.91	\$ -	\$ 467,593.91	\$ 790,724.57	\$ -	\$ 790,724.57	
<b>Total Expenditures</b>	\$ 740,105.67	\$ -	\$ 740,105.67	\$ 1,072,177.97	\$ -	\$ 1,072,177.97	
			\$ 48,000.32			\$ (200,707.85)	

Prepared by: Tracy Hulse  
Actuals plus projection as of:

797-3471 [tracy.hulse@usu.edu](mailto:tracy.hulse@usu.edu)  
17-Dec-25

Date: 17-Dec-25

### 3 Questions for Student Fee Board Advisory Meeting:

Could this fee-receiving area be moved into tuition rather than remaining within Student Fees?

USU Parking & Transportation operates as a University Auxiliary. According to the Utah System of Higher Education policy R550, auxiliaries are expected to operate as essentially self-supporting entities. However, when an auxiliary unit cannot reach a total self-support level, they are permitted to receive subsidies from institutional discretionary funds or, if necessary, from other education and general funds.

Is the fee intended solely to support services and programs outside the classroom, or does it also fund academically related activities?

The Aggie Shuttle primarily supports transportation services for students on the Logan Main Campus, providing nearly one million rides each year. While its main function is not academically-related activities, it does support academically related activities by offering charter services to various colleges, transporting students to required off-site classroom and fieldwork locations.

What potential benefits and drawbacks would arise from moving this specific fee area into the tuition model?

In essence, while the general principle is for auxiliaries to operate without tuition funds, R550 allows for the use of E&G funds (which include tuition) as a potential source of subsidy if self-sufficiency is not possible. However, the policy encourages this only as an exception.