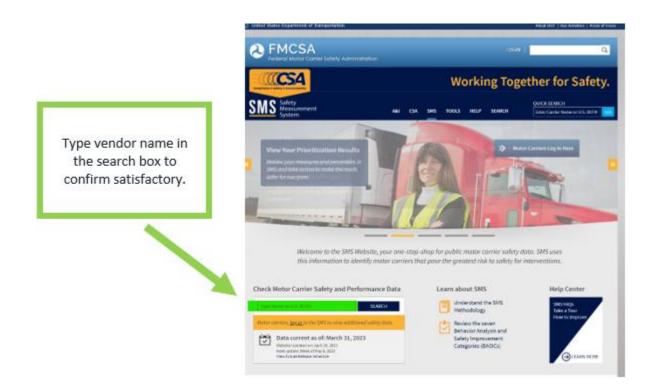
## Non-Contracted Charter Bus Guidance

Prior to following the below guidance all contracted vendors must be contacted to confirm for availability. Vendor confirmation of unavailability must be received in writing and kept on file for auditing purposes.

If none of the contracted vendors are available on the date of your scheduled trip, then the school is may follow the non-contracted – three bids or MWBE process to obtain charter bus service.

## **Required Guidelines**

Schools must use vendors rated **satisfactory** by the U.S. Department of Transportation. <u>Click here</u> to access the U.S. Department of Transportation passenger carrier safety ratings.



The following documentation must be obtained by the vendor and verified by the school prior to uploading into FAMIS for PO approval by your Division of School Leadership Finance Team.

- The driver of the charter bus must be 19-A certified by the New York State Department of Motor Vehicles. The driver must present a <u>NYSDMV Abstract of Driving Record</u> indicating that their 19A Status is Active-School-Qualified.
- The Abstract must be presented at the time of service and the print date must be within 3 days of the transportation request.
- The document must be initialed by a school official confirming that he or she has seen the 19A Certification.

The contractor must agree to provide the following insurance:

• The charter bus provider is responsible for obtaining general liability coverage and automobile liability insurance coverage for personal injury (including, but not limited to death, sickness, disease and impairment) and property damage, caused directly or indirectly by any act(s) or commission or omission of the Contractor. In addition, the charter bus provider must have **Worker's Compensation Insurance** and **Employer's Liability Insurance** in the amounts prescribed by law.

The liability limits for commercial general liability insurance and automobile liability insurance shall be not less than:

- For commercial general liability insurance, a combined single limit coverage of not less than One Million Dollars (\$1,000,000.00) per occurrence. General aggregate and Products-COMP/OP AGG.
- For automobile liability insurance, a combined single limit per occurrence of not less than Five Million Dollars (\$5,000,000).

If the charter bus provider has an umbrella excess liability insurance policy that includes coverage for the primary commercial general liability insurance policy and the automobile insurance policy, flexibility is possible for the primary policy limits, **provided**, the total coverage is not less than the foregoing amounts.

The company must provide an ACORD 25 Certificate of Liability Insurance with the DOE listed as the certificate holder as displayed below. Schools must also ensure that the company they choose is licensed to provide the type of service they are requesting and the school official in charge should verify that:

- The driver of the vehicle has the appropriate license and a company-issued identification card.
- The vehicle has a valid registration and DOT sticker.
- The capacity of the bus, as indicated by the numbers located by the entry door, is sufficient to transport the number of people who are taking the trip.

Schools may contact their Transportation Liaisons for assistance.

## Example of Certificate of Liability Insurance:

DATE (MM/DD/20000)

CORI

CERTIFICATE OF LIABILITY INSURANCE									
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTERD OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.									
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).									
PRODUCER			CON	CONTACT NAME:					
				208	AC, No, Ext):				
				E-MJ ADD	E-MAIL ADDRESS:				
					INSURER(S) AFFORDING COVERAGE NAIC #				
					INSURER A :				
INSURED					INSURER B:				
					INSURER C :				
					INSURER D :				
					INSURER E :				
					RER F :				
COVERAGES CERTIFICATE NUMBER:						_	REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORD BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.									
LTR TYPE OF IN	URANCE	保設	W8	POLICY NUMBER	POUS CEFE	MARKEY FR.	UNIT	8	
GENERAL LIABILITY							EACH OCCURRENCE	\$	2,000,000
COMMERCIAL GENERAL LIABILITY							PREMISES (Ea occurrence)	\$	100,000
			Y				MED EXP (Any one person)	5	5,000
							PERSONAL & ADV INJURY	\$	2,000,000
							GENERAL AGGREGATE	\$	4,000.000
GEN'L AGGREGATE LIMIT APPLIES PER:							PRODUCTS - COMPIOP AGG	\$	4,000,000
X POLICY PRO								\$	
AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident)	5	3,000,000
ANY AUTO							BODILY INJURY (Per person)	\$	
ALL OWNED AUTOS	K SCHEDULED	Y					BODILY INJURY (Per accident)	\$	
HIRED AUTOS	NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	\$	
								\$	
UMBRELLA LIAB	OCCUR		1				EACH OCCURRENCE	\$	2,000,000
X EXCESS LIAB	CLAIMS-MADE						AGGREGATE	\$	2,000,000
DED RETEN	TION \$							\$	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							WCSTATU- TORY LIMITS ER		
ANY PROPRIETOR/PARTNER/EXECUTIVE							E.L. EACH ACCIDENT	\$	
OFFICER/MEMBER EXCLUDED? (Mandatory In NH)							E.L. DISEASE - EA EMPLOYEE	\$	
If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - POLICY LIMIT	ş	
				~					