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. [Click here](#) 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 [NYSDMV Abstract of Driving Record](#) 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:

![Certificate of Liability Insurance](image)