Charter Bus Policy

General Description

Policy Summary:
Transporting people is a liability exposure that impacts the safety of students, faculty and staff, as well as the institution’s reputation. Whether chartering buses for athletic, academic or leisure purposes, Trinity is committed to safety.

Purpose:
When planning a trip, you may be focusing on convenience and cost, but safety should always be the highest priority. While the majority of bus operators are responsible and operate safely, there are some that fail to meet safety requirements - putting passengers at risk due to:

- Poorly maintained buses or lack of required safety equipment, increasing the likelihood of breakdowns and crashes.
- Failure to comply with federal safety regulations, such as not using licensed and qualified commercial drivers, or not following the Hours of Service rules that keep fatigue-impaired drivers off the road.
- Failure to hold proper registration, authorizing interstate commercial operations.

Policy Content

Approved Charter Bus Companies

Trinity University departments and recognized organizations may have a need to utilize charter bus services for university-sponsored local trips, out of town trips, or extended multi-day trips. To meet this need, agreements with Trinity Approved Carriers have been developed. Trinity's Approved Charter Bus Companies include:

Corporate Services International
Alex Nassar
Houston Office:
713-647-6906
5701 Southwest Freeway
Houston, TX 77057
Austin Office:
512-736-9600
4402 Nixon Lane
Austin, TX 78725
info@csidmc.com

Kerrville Bus Company
Gloria Butler
Advantages of Using Trinity Approved Carriers

- Risk Management has verified insurance and has current Certificates of Insurance on file.
- Blanket Agreements are on file with these Approved Charter Bus Companies, saving you time by eliminating the contract review/signature process.
- Trinity Approved Charter Bus companies have satisfactory Federal Motor Carrier Safety Administration Safety Ratings.

Use of Other Non-Approved Charter Bus Companies

If you are unable to utilize a Trinity Approved Charter Bus Company, please follow the instructions below.

Look Before You Book. Check the Federal Motor Carrier Safety Administration (FMCSA) Safety
Rating of the Charter Bus Company. If the Charter Bus Company has a FMCSA Safety Rating of Satisfactory; Request a Certificate of Insurance with evidence of $5 million Auto Liability and $1 million Commercial General Liability with Trinity University endorsed as an Additional Insured; and Workers' Compensation Statutory Benefits/$1 million Employer's Liability; Submit the Contract and Certificate of Insurance to Risk Management for review at least 5 business days prior to a trip.
Know Your Facts: Before You Hire a Motorcoach Company What You Need to Know

Requirements

Approvals:
VP for Finance and Administration
Attachments

What You Need To Know Before You Go

Know Your Facts

Motorcoach Companies
- Must be registered with the U.S. Department of Transportation (DOT).
- Must maintain their vehicles and inspect them annually.
- Must have a minimum of $5 million liability insurance coverage.
- Must comply with all other federal and state safety requirements.

Motorcoach Drivers
Drivers may not drive:
- More than 10 hours without at least 8 consecutive hours off.
- After having been on duty 15 hours (including driving) without at least 8 consecutive hours off.
- After having been on duty:
  - 60 hours in 7 days, or
  - 70 hours in 8 days.
- Without a valid Commercial Driver’s License (CDL) with a Passenger Endorsement and a valid medical certificate on their person.

Your Risks and Exposures—Actual “Worst Case Scenarios”
- Jury awards $132 million settlement in bus crash lawsuit.
- Settlement over Hurricane Rita bus fire brings closure ($30 million).
- Lawsuit targets tour operator in Utah bus crash.
- Chartering parties may be held liable for negligent selection of bus operator.

“IT takes 20 years to build a reputation and five minutes to ruin it. If you think about that, you’ll do things differently.”
—Warren Buffett

A presentation that further addresses these important safety issues is available from ABA.

Where to Get Help

ABA
American Bus Association
Phone: 202-942-6545
Web: www.abausa.org

Federal Motor Carrier Safety Administration
Phone: 1-800-4-SAFER
Web: www.fmcsa.dot.gov

Before You Hire a Motorcoach Company
What You Need to Know

Not all motorcoach companies are the same, and price should never be the only consideration when hiring a motorcoach operator to transport your group.
Related Documents

Related Content:

- Look Before You Book
- Federal Motor Carrier Safety Administration (FMCSA) Safety Rating

Revision Management

Revision History Log:

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