



# Charter Bus Policy

**Document Number:** RISK-0005

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## ***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.

### **Scope:**

This policy applies to all faculty, staff, students, and volunteers participating in or responsible for chartering buses.

### **Exceptions:**

None

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## ***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:

CTA Worldwide Chauffeured Transportation  
10223 McAllister Fwy #101,  
San Antonio, TX 78216  
Phone: (210) 829-8608  
<https://ctalimo.com/>

Georgia Coach Lines  
Wendy H. Cox  
405 Ethan Drive  
Fayetteville, GA 30214  
Ph: (404) 681-1600 Fax: (404) 681-0222  
[charter@georgiacoachlines.net](mailto:charter@georgiacoachlines.net)

Gray Line of Tennessee  
Becky Wallace  
108 1st Avenue South  
Nashville, TN 37201  
615-883-5555  
1-800-251-1864  
<https://graylinetn.com/>  
reservations@graylinetn.com

Avalon Motor Coaches LLC (formerly Kerrville Bus Company)  
Gloria Butler  
210-225-8600  
1505 E. Houston St.  
San Antonio, TX 78202  
avalonbus.com

Mery Investments/Elegant Transportation Services  
5157 Blanco Rd.  
San Antonio, TX 78216  
(210) 225-5466  
[elegantride.us](http://elegantride.us)

OK Tours Bus Company  
Marcos Sarmiento  
210-222-8880 (Office) 210-222-8280 (Fax)  
737 Austin Street

San Antonio, TX 78215

[www.oktours.com](http://www.oktours.com)

Regent CoachLine

Nicole Wison

210-212-0510/ After Hours: 210-212-4308

515 Sherman

San Antonio, TX 78202

[charter@regentcoachline.com](mailto:charter@regentcoachline.com)

[www.regentcoachline.com](http://www.regentcoachline.com)

Roadrunner Charter

Ke'Sha Christley

512-272-4880

3406 W. 2nd St

Taylor, TX 76574

[www.roadrunnercharters.com](http://www.roadrunnercharters.com)

Star Shuttle, Inc.

Morgan Sanchez, Group Sales

Office: 210-341-6000 ext. 104

PO Box 17967

San Antonio, TX 78217

[www.starshuttle.com](http://www.starshuttle.com)

Vandalis Bus Lines, Inc.

312 W. Morris

Caseyville, IL 62232

618-344-1272

[www.vandaliabuslines.com](http://www.vandaliabuslines.com)

## **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:

1. 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;
2. Submit the Contract and Certificate of Insurance to Risk Management for review at least 5 business days prior to a trip.
3. Know Your Facts: Before You Hire a Motorcoach Company What You Need to Know

**A Student and Participant Release and Indemnity Agreement is required for all participants voluntarily electing to ride Charter Bus.**

Use this version if you agree to electronic consent:

[Student/Participant Release and Indemnity Agreement Electronic Form.](#)

Please note:

- Non-Trinity participants and individuals under 18 years of age must complete the hard copy version.
- For a hard copy version please use [Non-Trinity Participants Student and Participant Release and Indemnity Agreement.](#)
- All hard copy Waiver/Release forms are to be maintained by the sponsoring department for four (4) years.
- Release forms for students under age 18 should be maintained for 4 years after attaining age 18.

# 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 (\$80 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 Buffet

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

**Where to Get Help**

**ABA**  
AMERICAN BUS ASSOCIATION  
American Bus Association  
Phone: 202-842-1645  
Web: www.buses.org

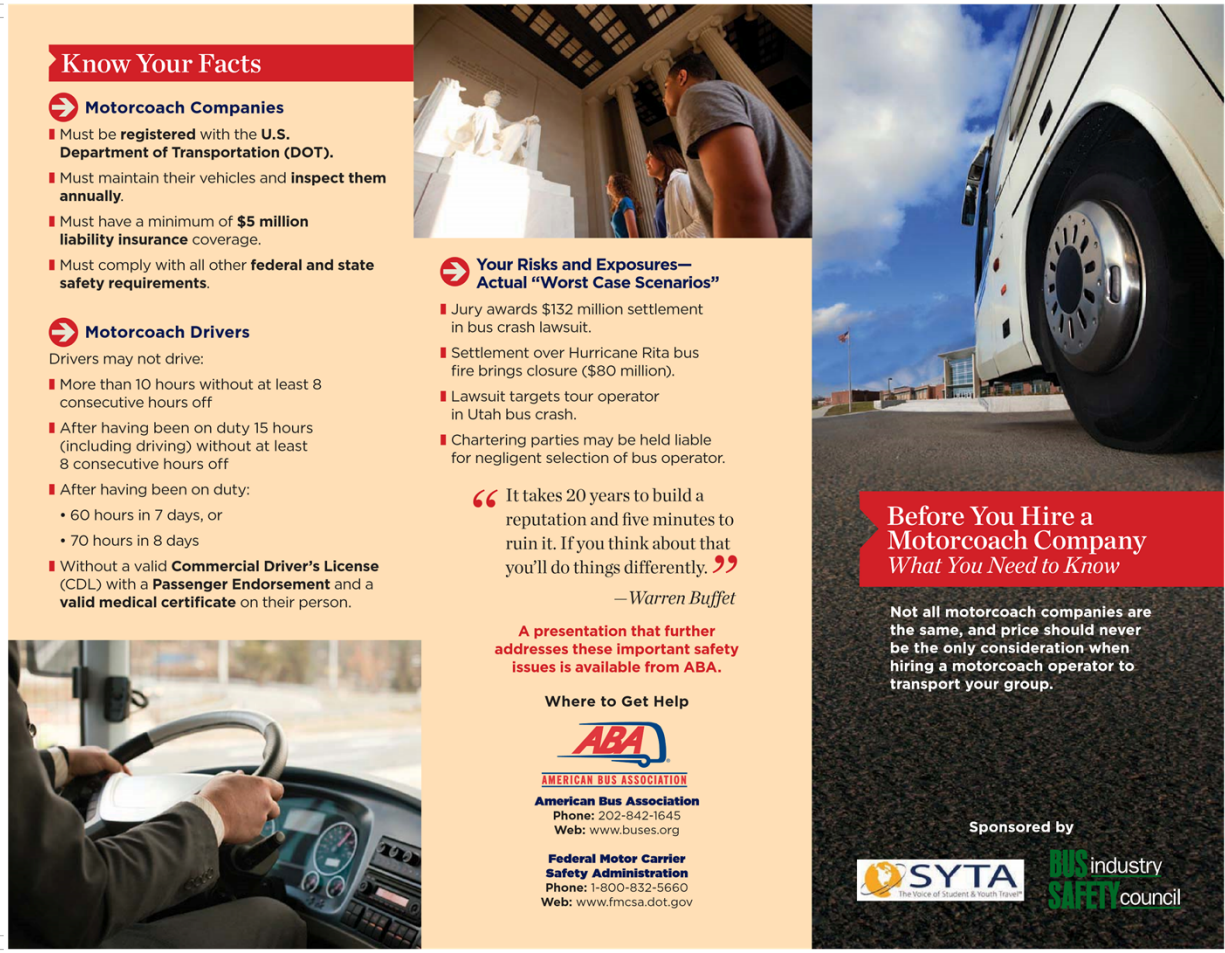
**Federal Motor Carrier Safety Administration**  
Phone: 1-800-832-5660  
Web: www.fmcsa.dot.gov

**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.

Sponsored by

**SYTA** The Voice of Student & Youth Travel  
**BUS SAFETY** industry council



## [Non-Trinity Participant Release and Indemnification Agreement](#)

## Related Documents

### Related Content:

[Look Before You Book](#)

[Federal Motor Carrier Safety Administration \(FMCSA\) Safety Rating](#)

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## Revision Management

### Revision History Log:

Revision #:	Date:	Recorded By:
v3	10/7/2024 2:28 PM	Jennifer Gilmore Adamo
v3	10/1/2024 2:10 PM	Jennifer Gilmore Adamo
v2.0	9/14/2022 12:32 PM	Gary Logan
v1.0	8/1/2019 4:57 PM	Jennifer Gilmore Adamo

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### Vice President Approval:

Name:	Title:
Gary Logan	Vice President for Finance & Administration