



# Charter Bus Policy

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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.

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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)

Grayline - Star Shuttle & Charter  
Morgan Sanchez, Group Sales  
Office: 210-341-6000 ext. 104  
PO Box 17967  
San Antonio, TX 78217  
[www.starshuttle.com](http://www.starshuttle.com)

Kerrville Bus Company  
Gloria Butler  
800-256-2757  
1430 E. Houston St.  
San Antonio, TX 78202  
[www.iridekbc.com](http://www.iridekbc.com)

OK Tours Bus Company  
Marcos Sarmiento  
210-222-8880 (Office) 210-222-8280 (Fax)  
[www.oktours.com](http://www.oktours.com)  
737 Austin Street  
San Antonio, TX 78215

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  
Diana Hernandez  
210-226-4855  
1272 FM 1516

San Antonio, TX 78263  
www.roadrunnercompanies.com

Vandalis Bus Lines, Inc.  
312 W. Morris  
Caseyville, IL 62232  
618-344-1272  
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

## 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

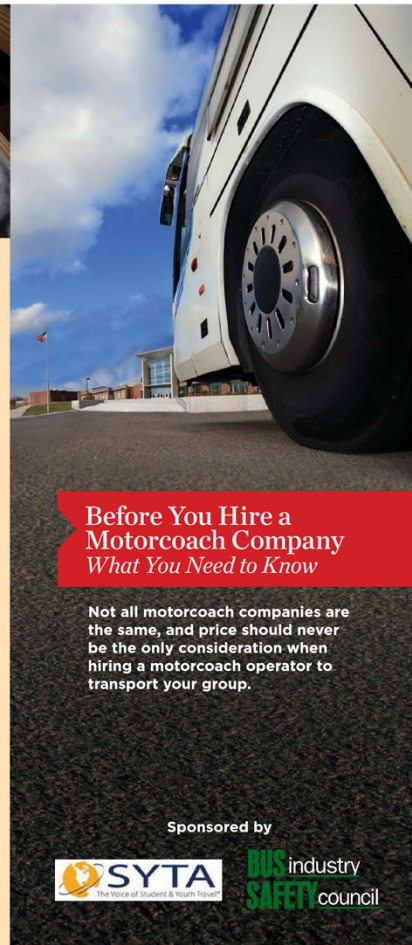
A presentation that further addresses these important safety issues is available from ABA.

Where to Get Help



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.

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## 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:
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