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.

Scope:

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

Exceptions:

None

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

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

OK Tours Bus Company
Marcos Sarmiento
210-222-8880 (Office) 210-222-8280 (Fax)
737 Austin Street
San Antonio, TX 78215

www.oktours.com

Regent CoachLine
Nicole Wison
210-212-0510/ After Hours: 210-212-4308
515 Sherman
San Antonio, TX 78202
charter@regentcoachline.com
www.regentcoachline.com

Roadrunner Charter
Ke'Sha Christley
512-272-4880
3406 W. 2nd St
Taylor, TX 76574
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

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

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.

[Non-Trinity Participant Release and Indemnification Agreement]

Related Documents

Related Content:

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

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v3	10/7/2024 2:28 PM	Jennifer Gilmore Adamo
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Vice President Approval:

Name:	Title:
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