

## State Requirements for Pupil Transport on Charter Buses (November 1, 2021)

No school representative may enter into any contract with a charter bus company for the purpose of transporting students for any school related function until the Transportation Department has confirmed that the company is in compliance with Georgia Department of Education standards for pupil transport on charter buses. Travel agencies may be helpful in finding charter services, but when it comes to transporting students they have no approval authority. Make sure that the desired charter bus service is either listed on the approved list below or that the required information is submitted to Transportation no later than 30 days prior to the scheduled departure date.

In order to avoid complications, delays or cancellations of trips, it is absolutely essential that the following information be disseminated to all teachers or coaches who may sponsor or coordinate trips using charter bus services.

As with any other instructional or competition trip, requests must be submitted and approved on the Trip Tracker at <https://versatransweb05.tylertech.com/Whitfield/triptracker/Login> before a permit number can be issued.

Charter bus trips require an additional notification to be emailed to Mary Jo Withrow ([maryjo.withrow@wcs.ga.net](mailto:maryjo.withrow@wcs.ga.net)) with the company name, address, and contact person. It is the trip sponsor's responsibility to coordinate with the charter bus company to ensure that all required information and documentation is received by Mary Jo Withrow at Operations no later than 30 days prior the scheduled departure date.

If a school trip sponsor wishes to utilize a charter bus company that is not on the approved list below, it will be the charter company's responsibility to provide the first seven items listed below no later than 30 days prior to the scheduled departure date.

1. The company must be a legitimate passenger carrier licensed to operate in Georgia. We must have on file a copy of their certificate number or license number from the Georgia Public Service Commission.
2. The company must operate a fleet of late model buses with a documented current maintenance schedule on file, to include the last date of service. A complete fleet list including make, model, and VIN must be provided.
3. The company must have appropriate aggregate liability insurance coverage that is current and adequate to cover medical expenses and property damage in the event of an accident. A current copy must be maintained on file at the WCS Transportation Department.
4. The company must use only qualified, trained, and licensed bus drivers with current physicals, commercial driver's licenses, and proper endorsements on file. A complete list of all bus drivers utilized by the charter company must be provided along with the date of their last DOT physical.
5. The company must have a documented random driver drug and alcohol testing program in place and the last date of random testing on file at WCS Transportation.
6. The company must furnish written documentation on the specific buses (VIN number) to be used and the specific driver names for your trip (24 hours before departure).
7. The company gives written confirmation that they will **not** subcontract the trip to any other carrier or substitute buses or drivers without prior written approval from the Whitfield County Schools Transportation Department.
8. The WCS Transportation Department will verify that the charter company has a "Satisfactory Record" through the Georgia Public Service Commission (intrastate carriers) or U.S. Department of Transportation (interstate carriers) . .

Intrastate: <http://www.psc.state.ga.us/transportation/BusCompanyData.asp>

Interstate: <http://www.safersys.org/CompanySnapshot.aspx>

9. All the above requirements (except #6) must be in place at WCS Transportation at least 30 days prior to the scheduled trip departure.

The following charter companies are in compliance and are approved for your use during the 2021-2022 school year. Other companies may be added as they comply with the necessary documentation requirements.

### **Georgia - Approved Intrastate Carriers**

Eagle Christian Tours - Carson Roes - 706-314-8684

His Majesty Coaches – Pamela Bidy 770-426-6282

Leisure Time Charters, Cartersville- Patricia Burton- 770-382-7726

Southeastern Stages Inc.-Andrew L Brown 404-591-2785

American Coach Lines of Atlanta – Shane Shipman – 770-449-1806 ext. 120

Academy Bus, LLC - Shane Shipman - 678-449-7371

### **Approved Interstate Carriers**

Eagle Christian Tours - Carson Roes - 706-314-8684

Style Charter & Tours – Alex Butok – 770-345-1559

Southeastern Stages Inc.-Andrew L Brown 404-591-2785

Academy Bus, LLC - Shane Shipman - 678-449-7371

Premier Transportation - Sol Miller - 865-694-0304

If you have questions please contact Mary Jo Withrow at ([maryjo.withrow@wcs.ga.net](mailto:maryjo.withrow@wcs.ga.net)) or at (706) 876-7268.