UNION COUNTY PUBLIC SCHOOLS
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Charter Bus Process

These guidelines must be used by all schools when contracting with an approved Charter Bus Carrier. Only carriers included on the "Approved Charter Bus Carrier List" may be selected for any school-based transportation needs (i.e. field trips, athletic trips, etc.).

Principals using Charter Bus Carriers for transportation are responsible for the following:

1. Contracting with an approved carrier for the trip.
    a. The contract/agreement should include the following:
        i. Date of trip, number of passengers, number of buses/vehicles, number of drivers, itinerary, total charge for the trip and total expected mileage.
        ii. Name of carrier and name of your group.
        iii. Details of how the cost is determined (i.e., hourly rate, fixed, mileage-based, etc.) The contract/agreement should also include any additional costs, including but not limited to taxes, permits, other fees, special driver accommodation(s) and gratuity. Please be aware that trips booked using a travel agency may incur additional costs.
        iv. Deposit and refund/cancellation policy.
        v. Amount due at the time of the reservation and date that final payment is due.
        vi. Any miscellaneous policies that might affect the group (i.e., special accommodations and accessibility for passengers, storage for bulky items such as band or athletic equipment, and possession of food/beverage)
        vii. Emergency contacts for the carrier
        viii. Be advised that any trip requiring ten (10) hours or more of driving per day WILL require two
        ix. (2) drivers, resulting in an additional cost. In this case, the contract/agreement should include provisions for how the drivers will rotate to comply with federal hours of service regulations.
2. Confirming travel arrangements with the carrier prior to the day of the trip
    a. Review the terms of the contract/agreement.
    b. Confirm the reservations and details of the trip with the carrier.
    c. Copy the contract/agreement and emergency contact information; have one (1) copy ready for each bus that will be used for the trip.
3. Completing the Charter Bus Pre-Trip Checklist (School Personnel & Charter Bus Driver) on the day of the trip
    a. Provide a copy of the contract/agreement and emergency contact information to the chaperones assigned to each bus/vehicle.
    b. Complete the Charter Bus Pre-Trip Checklist for School Personnel.
    c. Ensure that the Charter Bus Pre-Trip Checklist for School Personnel and the Charter Bus Pre-Trip Checklist for Charter Bus Drivers is on file at the school office prior to departure.
    d. Validate that the carrier is using buses/vehicles owned by that company. If buses/vehicles are owned by a sub-contractor, the sub-contractor must also be on the list of approved carriers. If a carrier, including sub-contractors, is not on the approved carrier list, they MAY NOT be used.
    e. If any items on the pre-trip checklist are unsatisfactory, the bus/vehicle must not be used until the items are corrected.
4. Upon completion of the trip
    a. Settle remaining financial matters with the carrier.
    b. Notify Transportation of any complications incurred with the carrier.

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