

School Charter Transportation

Recommended Guidelines and Procedures

These recommendations are intended for the use of North Carolina schools when chartering motorcoaches for the transportation of students. This document was prepared by the School Charter Transportation Safety Committee – an interagency task force with representation from the following organizations:



**North Carolina State
Highway Patrol**



**The Public Schools
of North Carolina**



**Federal Motor Carrier
Safety Administration**




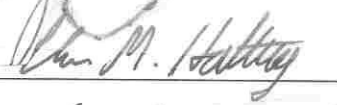

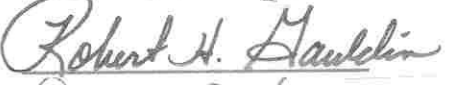




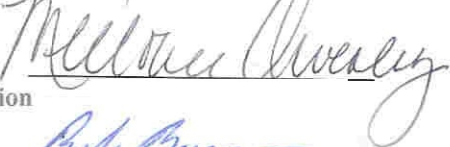





**North Carolina
Motorcoach Association**

SCHOOL CHARTER TRANSPORTATION SAFETY COMMITTEE

Mission Statement

To formulate guidelines and procedures to improve education and training that will help to ensure the safest chartered transportation environment for North Carolina school children.

The members of the committee, listed below, provide these guidelines and procedures to help schools in the process of providing safe transportation for students in North Carolina.

<u>Title</u>	<u>Name</u>	<u>Agency</u>	<u>Signature of Approval</u>
Co-Chair	Major Charlie Carden	NC State Highway Patrol	
Co-Chair	Chris Hartley	Division Administrator, FMCSA	
Members	Captain George Gray	NC State Highway Patrol	
	Bob Gauldin	Rockingham County Schools	
	Carrol Goodson	Burke International Tours	
	John Reites	Cumberland County Schools	
	Derek Graham	NC Dept. of Public Instruction	
	Dr. Ben Matthews	NC Dept. of Public Instruction	
	Mellonee Owenby	President, North Carolina Motor Coach Association	
	Bob Bass	Parent Representative	
	Louis Wade, Jr.	Southern Coach, Inc.	
	Cassandra Skinner	NC Dept. Crime Control / Public Safety	
	Leanne Winner	NC School Boards Association	
	Patty Carter	Ass't. Principal, Duplin County Schools	

School Charter Transportation Safety Committee
 Recommended Guidelines and Procedures
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School Charter Transportation Safety Committee Recommended Guidelines and Procedures

PREFACE

The motorcoach industry has a commendable safety record supported by historical crash data. The guidelines and procedures contained herein provide information that can be used by schools and school districts to put in place a program of contracting for motorcoach services that will help to ensure safe transportation for school children.

INTRODUCTION

The School Charter Transportation Safety Committee is a multi-agency task force that was formed in June 2000. The committee's membership comes from the NC State Highway Patrol Motor Vehicle Enforcement Section (MVES), the Department of Public Instruction Transportation Services, DMV School Bus and Traffic Safety Section, Public School Systems, the Federal Motor Carrier Safety Administration, the North Carolina Motorcoach Association and a public school parent representative.

The Mission of the School Charter Transportation Safety Committee is to formulate guidelines and procedures to improve education and training that will help to ensure the safest chartered transportation environment for North Carolina school children.

This document is not intended to prevent qualified companies from providing charter motorcoach services to public schools or from participating in the qualification procedures of the various school systems.

This document contains a three-step approach for contracting with providers of motorcoach transportation. Each step contains a review of Operational, Driver and Vehicle criteria that schools and school districts can use.

1. Pre-Qualification Background Check

Establish a list of eligible companies that your school or school district will use for charter bus service by pre-qualifying potential providers. This list should be updated annually. Public school systems should establish this list centrally so that individual schools do not have to duplicate efforts of other schools, and so that motorcoach companies are not asked to provide the same information to multiple schools that are using the same criteria. Further, school districts may find it advantageous to join together in a consortium or other working group to cooperatively establish a regional list of eligible companies. (See Appendix D) The background check, including a site visit, is an important step, as it pre-

qualifies companies, based on specific criteria, to transport your students. In a public school district, a pre-qualification process would be the responsibility of the superintendent or designee.

2. Contract for a Specific Trip

Based on specific needs of the trip, make sure that the school and the contractor understand exactly what will be involved and make sure that the contractor meets all criteria for this trip. Typically this would be the responsibility of the school principal or designee.

3. Complete a Pre-Trip Checklist at the time of the trip

Make sure that each driver and vehicle meet all criteria immediately before departure. Typically this would be the responsibility of the school principal or designee. Motorcoach companies are required to meet many Federal Motor Carrier Safety Regulations. The company is responsible for ensuring that the driver completes a thorough pre-trip inspection prior to each trip and is further required to repair any safety-related defects discovered prior to the trip. The completion of a pre-trip checklist by school personnel does not relieve the company of the liability for the mechanical condition of the vehicle.

BACKGROUND

In contracting with a company for charter motorcoach services, it is important to understand some basics of the industry of which this company is a member. For instance, what has to happen for a charter bus company to go into business and what federal or state licensing, inspection, and insurance requirements apply?

FMCSRs

- If a vehicle is designed or used to transport more than 8 passengers (including the driver) for compensation or is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation, the motor carrier (that is, the charter motorcoach company), the driver, the vehicle and the motor carrier's agents are subject to the Federal Motor Carrier Safety Regulations (FMCSRs). Within these regulations are requirements for Controlled Substance and Alcohol Testing, Financial Responsibility (minimum levels of insurance), Driver Qualifications, Driving Rules, Standards for Parts and Accessories of Equipment, Hours of Service Limitations for Drivers, Requirements for the Maintenance of the Equipment and Hazardous Material Rules.

DRUG AND ALCOHOL TESTING

- The driver of a bus designed to transport more than 15 passengers including the driver is subject to Pre-Employment Controlled Substance Testing, Random Controlled Substance/Alcohol Testing, Post-accident Testing, Reasonable Suspicion Testing, Return to Duty Testing, and Follow-up Testing. All records are required to be kept by the carrier. Individual test records are confidential and cannot be released.

INSURANCE

- This same type of vehicle is required to have \$5,000,000 dollars of insurance as evidenced by a form MCS-90B/MCS-82B. These forms are not standardized, however, the form must contain specific information. This is considered public information and should be produced for review upon reasonable request by a member of the public.

US DOT#

- A carrier engaged in interstate commerce (that is, allowed to cross state lines) is required to be marked with the legal name or trade name of the carrier and the USDOT number on both sides of the vehicle.

DRIVER QUALIFICATIONS

- A carrier must assure that before he puts a driver on the road driving, the driver is qualified as evidenced by a complete driver qualification file, which must contain all required documents, such as the medical certification form. These records are confidential and cannot be disclosed. A carrier must assure that its drivers do not

violate the hours of service limitations. The carrier must maintain time records and 6 months of time records must always be on file.

Example: A driver can't drive more than 10 hours without taking an 8 consecutive hour break. A driver can't drive after having been on duty 15 hours (part driving time, part non-driving time) without taking a 8 consecutive hour break. A driver can't drive after having been on duty 60 hours in a 7 day period, or 70 hours in an 8 day period if operating vehicles every day of the week.

NORTH CAROLINA REQUIREMENTS

- A bus company must adhere to North Carolina Motor Vehicle laws in addition to the Federal Motor Carrier Safety Regulations. North Carolina Law requires that a driver of a bus designed to transport more than 15 passengers including the driver have a valid Commercial Driver's License (CDL) with a passenger (P) endorsement. North Carolina requires that buses be registered properly and that a carrier transporting passengers for hire must have a for-hire or apportioned license plate.

NON-PROFIT AGENCIES

- Non-Profit Agencies – Non-profit organizations (e.g. churches) are *not required to meet all federal safety compliance standard* if they carry only organization members or if passengers do not pay to ride. If a non-profit organization charges for the use of its motorcoach or requests a donation, it must meet the federal qualifications applicable to a commercial motorcoach company and be registered accordingly.

1. PRE-QUALIFICATION - BACKGROUND CHECK

This section deals with the details of selecting potential charter bus companies for use as a transportation provider for school activity trips. It assumes that the best practice involves pre-qualifying companies to be eligible to provide transportation for the school or school system. The list should be updated annually and the school system's renewal policy should be made available to potential transportation providers. This renewal policy should consider the benefits of adding additional carriers at any time. A sample pre-qualification checklist is shown in Appendix C.

Timetable

In developing a timetable for the creation and updating of this list, the school system should establish deadline dates for original applications and for annual updates. The school system should send out a renewal update reminder to each company currently on the list. Should a company not respond with updated information, they are to be removed from the list after a 30-day grace period. It should also be understood that the school system has the right to update the pre-qualification material at any time.

1.1 OPERATIONAL PRE-QUALIFICATION

A school district should pre-qualify a carrier to provide transportation for its students by conducting a site visit, conducting external checks and reviewing documents.

1.1.1. Site Visit

During a site visit, each charter company should be asked to discuss a number of issues that will give the school staff an indication of the company's operation. School personnel should conduct an on-site visit of each prospective company, usually after the required documents have been submitted. It is recommended that photographs be taken of the maintenance facilities to be kept in the school system's file for each company.

The site visit should include an examination of required maintenance and inspection records (either on-site or at a remote maintenance facility). Similarly, the qualifications of maintenance personnel should be examined. For instance, maintenance personnel must have documentation that they are certified to perform annual inspections and brake maintenance. If such documentation does not exist, additional advice from external experts may be needed. The mechanic should be asked the criteria that are used for annual inspections and he should be able to explain the process and show the form that is used.

Inquire about state or national professional associations or emergency aid organizations of which the company is a member. Such groups might be expected to assist in case of a breakdown or other complications.

Discuss the policy on emergencies and breakdowns. Discuss recent breakdowns and how the company handled these specific situations.

Review the company's drug and alcohol testing system. The company should be able to produce quarterly and annual summaries of the previous calendar year's tests.

Discuss policies on drivers' hours of service. How does the company ensure that a driver departing on a long trip has not already been working at another job prior to the trip? How does the company make sure that the driver is complying with all FMCSRs dealing with the time worked versus scheduled breaks?

Review the company's driver qualification files. Note that this may contain confidential information. However, the carrier should be able to show certain non-confidential information such as the commercial driver's license (see Appendix A-6), medical certificate (Appendix A-7), etc.

Review the company's accident register as required by the FMCSA (see Appendix A-1). If the accidents in the register are not corroborated by your online review (see web sites below) then additional questions should be asked. Note that accidents on the web sites are listed regardless of fault.

If information or documentation is needed contact:

FMCSA Division Office
Tel (919) 856-4378
Fax (919) 856-4369
310 New Bern Avenue, Rm 468
Raleigh, NC 27601

Or

NCSHP Troop Offices

Troop A	(252) 758-5300	Greenville
Troop B	(910) 486-1058	Fayetteville
Troop C	(919) 733-3911	Raleigh
Troop D	(336) 334-5621	Greensboro
Troop E	(704) 639-7595	Salisbury
Troop F	(828) 466-5504	Newton
Troop G	(828) 298-4253	Asheville
Troop H	(704) 283-8559	Monroe

1.1.2 External Checks

Check references provided by the company. Ask for a list of at least 10 groups that have used the company for charter transportation within the past year and contact at least three of them to ensure that there were no major problems with the service provided. If such problems are documented, the school system should make sure that a plan is in place to rectify the situation before placing the company on the approved list.

Check Safety Ratings (Sample shown in Appendix A-2). If the Federal Motor Carrier Safety Administration (FMCSA) has reviewed a company, their safety rating can be found on the Internet at www.saferys.org.

- www.fmcsa.dot.gov – Contains rules and regulations, general information and links to carrier information and trade associations.
- www.saferys.org – Contains information about interstate registered carriers (authorized to operate in multiple states) and includes the USDOT Safety Rating. Carrier ratings can be accessed by company name, US DOT# or MC #.
- ai.volpe.dot.gov – Contains information about moving violations and SafeStat score. The SafeStat score is a snapshot of the carrier’s safety status.

Safety Ratings

Companies on the school system’s list that operate in interstate commerce should have an acceptable USDOT safety rating. The safety rating is issued following a compliance review conducted by FMCSA or NCSHP. A copy of the FMCSR Part 385 – Explanation of Safety Rating – is shown in Appendix B. Note: Carriers are notified of their official safety rating by FMCSA. You may request a copy of that document (Sample shown in Appendix A-2)

Satisfactory Safety Rating – Desired rating

Conditional Safety Rating – Lacks some safety management controls. Some inquiries should be done before accepting a company with a conditional rating.

Unsatisfactory – A motor carrier operating a vehicle designed to transport 15 or more passengers that has been issued an unsatisfactory rating has 45 calendar days to improve its rating before the carrier is prohibited from operating such vehicle.

No Rating – This is not necessarily bad, but the company hasn’t been evaluated. In order to receive a rating, the company must request a compliance review from the FMCSA. If the carrier has no safety rating, the company can be added to the approved list for a conditional period of one year, with

the understanding that a safety rating will be obtained prior to the renewal. This should only be done if the company meets all other criteria for pre-qualification.

New Entrant Safety Audit - As of January 2003 each New Motor Carrier entity will be subject to a “New Entrant Audit” within the first 18 months of operation. A motor carrier that passes this audit is considered to be in good standing.

Department of Defense Inspection

Note that an acceptable review is conducted in a Department of Defense (DOD) audit, rated on a scale of 1 to 5; with 1-3 being acceptable, 4 conditional and 5 unacceptable. The DOD performs periodic inspections of companies that provide motorcoach transportation for U.S. military personnel.

1.1.3 Documents to be Submitted

SUBMIT A Certificate of Insurance (See Appendix A-3) in the amount of \$5 million on which the school system (attn: superintendent or designee) is named as an additional insured. The additional insured will be notified 30 days in advance if the company drops any coverage. Documentation of all insurance information should be submitted, including the policy number, the amount of coverage for each vehicle, effective policy dates, insurance carrier, insurance agent/agency and appropriate telephone numbers. Note: any vehicle designed to transport more than 15 passengers including the driver must have a MCS-90 B form (See Appendix A-4) on file showing \$5,000,000 public liability coverage per incident. The proof may be evidenced by more than one MCS-90B endorsement so long as the total coverage meets the \$5 million limit. The \$5 million public liability requirement is consistent with both FMCSA regulations and North Carolina state law.

SUBMIT Motor Carrier Policies of Insurance for Public Liability (MCS-90B, shown in Appendix A-4). This is a document required by the FMCSA to show proof of insurance. The school system can call the telephone number listed on the MCS-90B at any time to verify that insurance is in force, as this is public information.

SUBMIT Evidence of a USDOT #, which uniquely identifies the company. This number can be used in the web sites described above to identify the company.

SUBMIT Policy or statement on overbooking and subcontracting, including the list of companies that are used as subcontractors. NOTE: Any company that is used as a subcontractor MUST also be on the approved list.

SUBMIT Date of last compliance review and copy of the review, if available.

SUBMIT Checklist that indicates compliance with the FMCSRs as outlined in Parts:

- 382 (controlled substance and alcohol testing)
- 387 (financial responsibility)
- 390 (general applicability and definitions)
- 391 (driver qualifications)
- 392 (driving rules)
- 393 (parts and accessories)
- 395 (hours of service)
- 396 (inspection, repair and maintenance)
- 397 (general hazardous materials rules)

1.2 DRIVERS

SUBMIT A list of all drivers at the time that documentation is being provided to the school system, including the date of each driver's last medical certification and the CDL expiration date.

SUBMIT Information for Drug and Alcohol Policy –

How many driving positions do you have as per Part 382?

How many drug tests were administered during last calendar year?

How many alcohol tests were administered during last calendar year?

Are you a member of a drug and alcohol-testing consortium?

List company: _____ Phone: _____

Note: Each year, FMCSR, Part 382, requires that drug tests be performed on at least 50% of the average number of driving positions and alcohol tests be performed on at least 10% of the average number of driving positions. The ability of a carrier to respond appropriately to these questions is a good indication that related regulations are being followed.

SUBMIT Statement on how often and on what schedule drivers license or motor vehicle records (MVR) checks are performed on all drivers. Note: FMCSR Part 391 requires that MVR checks be performed annually.

1.3 VEHICLES

SUBMIT List of Vehicles, including description, company vehicle unit #, VIN #, license tag number. Also include the date of the most recent DOT Annual Inspection.

2. CONTRACT FOR A SPECIFIC TRIP

Once a school has decided to contract with a particular company from the approved list, what needs to be included in the contract?

At some designated time, typically 7-10 days before the trip, make sure that neither the contract nor the itinerary has changed. Any changes should be documented.

Make sure that company is aware of the items that the driver will be expected to produce (see below). Re-verify the company's insurance coverage by calling the phone number on the MCS-90B form.

2.1 OPERATIONAL

The contract for a specific trip must contain certain critical pieces of operational information. The school must be sure that the following items are addressed in the contract.

- Date of trip, number of passengers, itinerary, total charge for trip. Be sure to include the mileage. *Any trip more than 550 miles* should take more than 10 hours and, therefore, will require more than one driver. However, some trips less than 550 miles – e.g. in rural or mountainous areas – may require 10 hours or more. The “ten hour rule” begins for the driver when he begins driving the bus for this trip (i.e. leaving the bus terminal). Be sure that the contract includes the cost of an extra driver if the length of the trip requires an additional driver or includes the cost of providing an appropriate location for the driver to rest.
- Name of motor carrier and name of your group
- How is the cost of the trip determined? Stipulate whether the charges are hourly, mileage-based, fixed or other. Be sure to understand any special driver accommodations, gratuity, or other costs. For trips booked through travel agents or tour companies, an additional cost may be incurred.
- Deposit and refund/cancellation policy; how much at the time of the reservation? When is final payment due?
- Any other costs – taxes, permits, fees
- Understand any miscellaneous policies that might affect the group (e.g. carry-on food/beverage)
- In case of emergency who should be contacted? (e.g. if the bus driver or vehicle is not acceptable, broken down, etc.)

2.2 DRIVERS

The contract for a specific trip must contain certain critical pieces of information regarding the driver or drivers. The school must be sure that the following items are addressed in the contract.

- How many drivers are required? How/when will they be rotated? What are the costs associated with this?
- Length of Trip. Will additional drivers be required to comply with federal hours-of-service regulations? Contract should specify the number of drivers as well as the number of vehicles.

2.3 VEHICLES

The contract for a specific trip must contain certain critical pieces of information regarding the vehicle or vehicles. The school must be sure that the following items are addressed in the contract.

- How many vehicles are needed for the trip?
- How many total passengers will be on the trip?
- How much equipment/luggage (e.g. band equipment) is allowed?
- List any specific requirements for vehicles (e.g. handicapped accessible, large equipment storage, etc.)

3. DEPARTURE CHECKLIST -IMMEDIATELY BEFORE THE TRIP BEGINS

When a charter bus arrives to load a group of students for a trip, what things should the school representative in charge of the trip check?

This should be done privately with the driver, not in front of the group to call attention to it, but ahead of time to ensure that everything is in place for the trip. Note that the driver is required to have already completed an official pre-trip inspection by the time he/she arrives for the trip. The departure checklist is a basic review of driver qualifications and a “walk around” review of the vehicle’s condition.

3.1 OPERATIONAL

By the time the bus is ready for departure, the company’s qualifications have been established and most details of the trip should be in place. At this point in time, it is important to know who to contact in case of emergency - e.g. if the bus driver or vehicle is not available, not acting right, etc.

3.2 DRIVER

When a driver arrives at the designated location for trip departure, he/she should be expected to provide the following. The purpose is to ensure that driver has available hours to make the trip and has had adequate rest.

- Valid Commercial Drivers License with a P (passenger) endorsement (See Appendix A-6)

- Valid Medical Certificate (pocket card) - A medical certificate contains either an expiration date or date of exam. Either way, the certificate is good for two (2) years. (See Appendix A-7.)
- Driver's Record of Duty Status (Log Book) – See Appendix A-8. Ask the driver to show the entry for that day's pre-trip inspection and the previous day's activities.

3.3 VEHICLE

The driver must provide certain information on each vehicle that is to be used on the trip. The purpose of this documentation is to ensure that the vehicle is properly registered and is in good mechanical condition.

- Check vehicle registration card to ensure that vehicle is authorized to operate in the states of the trip. Make sure that the license plate and VIN # matches the registration card.
- Copy of the DOT Annual Inspection (either sticker or paper – See Appendix A-5). Note: these documents indicate the date of inspection, not the date of expiration, and is valid for one year.

Accompany the driver on a basic walk-around review of the vehicle. (A sample checklist is provided in Appendix A-9.) Note that the driver is required to have already completed an official pre-trip inspection by the time he/she arrives for the trip.

Appendix A-1

ACCIDENT REGISTER

Index Number	Date	Location City/State	Driver Name	Number Injuries	Number Fatafs	Vehicles Towed	HM Incident

NOTE: This form is provided as a suggested format for recording accidents. A motor carrier may use any register format for documenting recordable accidents, per Part 390.



U.S. Department
of Transportation
**Federal Highway
Administration**

400 Seventh St., S.W.
Washington, D.C. 20590

FEBRUARY 24, 1993

IN REPLY REFER TO:
YOUR USDOT NO.: 340071
REVIEW NO.: 00144717/CR

GRANT J. BURNS, INC.
ROUTE 4, BOX 123
HENDERSON, NC 27353

GENTLEMEN:

THE MOTOR CARRIER SAFETY RATING FOR YOUR COMPANY IS:

SATISFACTORY

THIS SATISFACTORY RATING IS THE RESULT OF A FEB 09, 1993, REVIEW AND EVALUATION. A SATISFACTORY RATING INDICATES THAT YOUR COMPANY HAS ADEQUATE SAFETY MANAGEMENT CONTROLS IN PLACE TO EFFECT SUBSTANTIAL COMPLIANCE WITH THE FEDERAL MOTOR CARRIER SAFETY AND/OR HAZARDOUS MATERIALS REGULATIONS.

PLEASE ASSURE YOURSELF THAT ANY SPECIFIC DEFICIENCIES IDENTIFIED IN THE REVIEW REPORT HAVE BEEN CORRECTED. WE APPRECIATE YOUR EFFORTS TOWARD PROMOTING MOTOR CARRIER SAFETY THROUGHOUT YOUR COMPANY. IF YOU HAVE QUESTIONS OR REQUIRE FURTHER INFORMATION, PLEASE CONTACT THE SAFETY SPECIALIST WHO CONDUCTED THE REVIEW.

A handwritten signature in black ink that reads "Ronald G. Ashby". The signature is written in a cursive style with a long, sweeping underline.

RONALD G. ASHBY
CHIEF, FEDERAL PROGRAMS DIVISION

- SEE MESSAGE ON BACK -

CERTIFICATE OF INSURANCE

Date of Issue: 04/06/2001

PRODUCER MURRAY M WHITE INC 1911 N MAIN STREET HIGH POINT, NC27261 Contact: INSURED BURKE INTERNATIONAL TOURS, INC. 4643 HIGHWAY 16 SOUTH MAIDEN NC 28650-0000	This certificate provides information only, and confers no rights upon the certificate holder. It does not change, amend, extend, or alter the coverage afforded by the policies that are listed below. COMPANY A National Interstate Insurance Company
--	--

THIS CERTIFIES THAT THE POLICIES OF INSURANCE THAT ARE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE INDICATED POLIC PERIOD. THE INSURANCE PROVIDED BY THE POLICIES LISTED BELOW IS SUBJECT TO ALL OF THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH POLICIES LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. NO REQUIREMENT, TERM, OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPEC TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN SHALL EXTEND THE POLICY PERIOD OR CHANGE THE COVERAGE OR CONDITIONS PROVIDED B THE LISTED POLICIES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS	
A	COMMERCIAL GENERAL LIABILITY Occurrence Form	CGLF 320256-01	03/01/2001	03/01/2002	GENERAL AGGREGATE	\$5,000,000
					PRODUCTS - COMP/OP AGG	
					PERSONAL & ADV INJURY	
					EACH OCCURRENCE	\$1,000,000
					FIRE DAMAGE (any one fire)	
	MED EXPENSE (any one person)					
A	AUTOMOBILE LIABILITY <input type="checkbox"/> Any Auto <input type="checkbox"/> All Owned Autos <input checked="" type="checkbox"/> Scheduled Autos <input checked="" type="checkbox"/> Hired Autos <input checked="" type="checkbox"/> Non-owned Autos	CCAD 320680-03	03/01/2001	03/01/2002	COMBINED SINGLE LIMIT	\$5,000,000
					BODILY INJURY (per person)	
					BODILY INJURY (per accident)	
					PROPERTY DAMAGE	
	AUTOMOBILE PHYSICAL DAMAGE <input type="checkbox"/> Collision <input type="checkbox"/> Other Than Collision Deductible - Collision Deductible - Other Than Collision				<input type="checkbox"/> Actual Cash Value <input type="checkbox"/> Stated Amount <input type="checkbox"/> Scheduled Vehicles Only	
A	EXCESS LIABILITY <input type="checkbox"/> Umbrella Form <input checked="" type="checkbox"/> Other than Umbrella Form	CEXF 320980-02	03/01/2001	03/01/2002	EACH OCCURRENCE:	\$5,000,000
					AGGREGATE:	
					SELF INSURED RETENTION:	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				<input type="checkbox"/> STATUTORY LIMITS EACH ACCIDENT: DISEASE - POLICY LIMIT: DISEASE - EACH EMPLOYEE:	
	OTHER					

Description: CERTIFICATE HOLDER IS ADDITIONAL INSURED IN REGARDS TO THEIR USE OF VIN# 2PCH3349811014187.

CERTIFICATE HOLDER PREVOST CAR INC.	CANCELLATION Should any of the policies listed above be canceled before the expiration date, the company will endeavor to mail 30 days written notice to the certificate holder named on the left, but failure to mail such notice shall impose no obligation or liability upon the company, its agents or representatives. AUTHORIZED REPRESENTATIVE <i>Martin A Slavof</i>
---	---

Appendix A-4



U.S. Department
of Transportation

Federal Motor Carrier
Safety Administration

ENDORSEMENT FOR MOTOR CARRIER POLICIES OF INSURANCE FOR PUBLIC LIABILITY UNDER SECTION 18 OF THE BUS REGULATORY REFORM ACT OF 1982

Form Approved:
OMB No.: 2126-0008

Issued to _____ of _____

Dated at _____ this _____ day of _____, 20 _____

Amending Policy No. _____ Effective Date _____

Name of Insurance Company _____

Countersigned by _____
Authorized Company Representative

The policy to which this endorsement is attached provides primary or excess insurance, as indicated by "[X]," for the limits shown:

This insurance is primary and the company shall not be liable for amounts in excess of \$ _____ for each accident.

This insurance is excess and the company shall not be liable for amounts in excess of \$ _____ for each accident in excess of the underlying limit of \$ _____ for each accident.

Whenever required by the Federal Motor Carrier Safety Administration (FMCSA), the company agrees to furnish the FMCSA a duplicate of said policy and all its endorsements. The company also agrees, upon telephone request by an authorized representative of the FMCSA, to verify that the policy is in force as of a particular date. The telephone number to call is: _____.

Cancellation of this endorsement may be effected by the company of the insured by giving (1) thirty-five (35) days notice in writing to the other party (said 35 days notice to commence from the date the notice is mailed, proof of mailing shall be sufficient proof of notice), and (2) if the insured is subject to the FMCSA's registration requirements, by providing thirty (30) days notice to the FMCSA (said 30 days notice to commence from the date the notice is received by the FMCSA at its office in Washington, D.C.).

DEFINITIONS AS USED IN THIS ENDORSEMENT

Accident includes continuous or repeated exposure to conditions which result in Public Liability which the insured neither expected nor intended.
Bodily Injury means injury to the body, sickness, or disease to any person, including death resulting from any of these.

Motor Carrier means a for-hire carrier of passengers by motor vehicle.
Property Damage means damage to or loss of use of tangible property
Public Liability means liability for bodily injury or property damage.

The insurance policy to which this endorsement is attached provides automobile liability insurance and is amended to assure compliance by the insured, within the limits stated herein, as a for-hire motor carrier of passengers with Section 18 of the Bus Regulatory Reform Act of 1982 and the rules and regulations of the Federal Motor Carrier Safety Administration.

However, all terms, conditions, and limitations in the policy to which the endorsement is attached shall remain in full force and effect as binding between the insured and the company. The insured agrees to reimburse the company for any payment made by the company on account of any accident, claim, or suit involving a breach of the terms of the policy, and for any payment that the company would not have been obligated to make under the provisions of the policy except for the agreement contained in this endorsement.

In consideration of the premium stated in the policy to which this endorsement is attached, the insurer (the company) agrees to pay, within the limits of liability described herein, any final judgment received against the insured for public liability resulting from negligence in the operation, maintenance or use of motor vehicles subject to financial responsibility requirements of Section 18 of the Bus Regulatory Reform Act of 1982 regardless of whether or not each motor vehicle is specifically described in the policy and whether or not such negligence occurs on any route or in any territory authorized to be served by the insured or elsewhere. Such insurance as is afforded, for public liability, does not apply to injury to or death of the insured's employees while engaged in the course of their employment, or property transported by the insured, designated as cargo. It is understood and agreed that no condition, provision, stipulation, or limitation contained in the policy, this endorsement, or any other endorsement thereon, or violation thereof, shall relieve the company from liability or from the payment of any final judgment, within the limits of liability herein described, irrespective of the financial condition, insolvency or bankruptcy of the insured.

It is further understood and agreed that, upon failure of the company to pay any final judgment recovered against the insured as provided herein, the judgment creditor may maintain an action in any court of competent jurisdiction against the company to compel such payment.

The limits of the company's liability for the amounts prescribed in this endorsement apply separately to each accident and any payment under the policy because of any one accident shall not operate to reduce the liability of the company for the payment of final judgments resulting from any other accident.

The Bus Regulatory Reform Act of 1982 requires limits of financial responsibility according to vehicle seating capacity, it is the MOTOR CARRIER'S obligation to obtain the required limits of financial responsibility. THE SCHEDULE OF LIMITS SHOWN ON THE REVERSE SIDE DOES NOT PROVIDE COVERAGE. The limits shown in the schedule are for information purposes only.

Form MCS-90B
(4/2000)

SCHEDULE OF LIMITS—PUBLIC LIABILITY

Type of carriage	Commodity transported	Jan. 1, 1985
(1) For-hire (In interstate or foreign commerce, with a gross vehicle weight rating of 10,000 or more pounds).	Property (nonhazardous).....	\$ 750,000
(2) For-hire and Private (In interstate, foreign, or intrastate commerce, with a gross vehicle weight rating of 10,000 or more pounds).	Hazardous substances, as defined in 49 CFR 171.8, transported in cargo tanks, portable tanks, or hopper-type vehicles with capacities in excess of 3,500 water gallons; or in bulk Division 1.1, 1.2, and 1.3 materials, Division 2.3, Hazard Zone A, or Division 6.1, Packing Group I, Hazard Zone A material; in bulk Division 2.1 or 2.2; or highway route controlled quantities of a Class 7 material, as defined in 49 CFR 173.403	\$5,000,000
(3) For-hire and Private (In interstate or foreign commerce, in any quantity; or in intrastate commerce, in bulk only; with a gross vehicle weight rating of 10,000 or more pounds).	Oil listed in 49 CFR 172.101; hazardous waste, hazardous materials, and hazardous substances defined in 49 CFR 171.8 and listed in 49 CFR 172.101, but not mentioned in (2) above or (4) below.	\$1,000,000
(4) For-hire and Private (In interstate or foreign commerce, with a gross vehicle weight rating of less than 10,000 pounds).	Any quantity of Division 1.1, 1.2, or 1.3 material; any quantity of a Division 2.3, Hazard Zone A, or Division 6.1, Packing Group I, Hazard Zone A material; or highway route controlled quantities of a Class 7 material as defined in 49 CFR 173.403.	\$5,000,000

Appendix A-5

ANNUAL VEHICLE INSPECTION REPORT

VEHICLE HISTORY RECORD	
REPORT NUMBER	FLEET UNIT NUMBER
DATE	

MOTOR CARRIER OPERATOR	INSPECTOR'S NAME (PRINT OR TYPE)
ADDRESS	THIS INSPECTOR MEETS THE QUALIFICATION REQUIREMENTS IN SECTION 396.19. <input type="checkbox"/> YES
CITY, STATE, ZIP CODE	VEHICLE IDENTIFICATION (✓) AND COMPLETE <input type="checkbox"/> LIC. PLATE NO. <input type="checkbox"/> VIN <input type="checkbox"/> OTHER
VEHICLE TYPE <input type="checkbox"/> TRACTOR <input type="checkbox"/> TRAILER <input type="checkbox"/> TRUCK <input type="checkbox"/> (OTHER)	INSPECTION AGENCY/LOCATION (OPTIONAL)

VEHICLE COMPONENTS INSPECTED											
OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM	OK	NEEDS REPAIR	REPAIRED DATE	ITEM
			1. BRAKE SYSTEM a. Service Brakes b. Parking Brake System c. Brake Drums or Rotors d. Brake Hose e. Brake Tubing f. Low Pressure Warning Device g. Tractor Protection Valve h. Air Compressor i. Electric Brakes j. Hydraulic Brakes k. Vacuum Systems				4. FUEL SYSTEM a. Visible leak b. Fuel tank filler cap missing c. Fuel tank securely attached				9. FRAME a. Frame Members b. Tire and Wheel Clearance c. Adjustable Axle Assemblies (Sliding Subframes)
			2. COUPLING DEVICES a. Fifth Wheels b. Pintle Hooks c. Drawbar/Towbar Eye d. Drawbar/Towbar Tongue e. Safety Devices f. Saddle-Mounts				5. LIGHTING DEVICES All lighting devices and reflectors required by Section 393 shall be operable.				10. TIRES a. Tires on any steering axle of a power unit. b. All other tires.
			3. EXHAUST SYSTEM a. Any exhaust system determined to be leaking at a point forward of or directly below the driver/sleeper compartment. b. A bus exhaust system leaking or discharging to the atmosphere in violation of standards (1), (2) or (3). c. No part of the exhaust system of any motor vehicle shall be so located as would be likely to result in burning, charring, or damaging the electrical wiring, the fuel supply, or any combustible part of the motor vehicle.				6. SAFE LOADING a. Part(s) of vehicle or condition of loading such that the spare tire or any part of the load or dunnage can fall onto the roadway. b. Protection against shifting cargo				11. WHEELS AND RIMS a. Lock or Side Ring b. Wheels and Rims c. Fasteners d. Welds
							7. STEERING MECHANISM a. Steering Wheel Free Play b. Steering Column c. Front Axle Beam and All Steering Components Other Than Steering Column d. Steering Gear Box e. Pitman Arm f. Power Steering g. Ball and Socket Joints h. Tie Rods and Drag Links i. Nuts j. Steering System				12. WINDSHIELD GLAZING Requirements and exceptions as stated pertaining to any crack, discoloration or vision reducing matter (reference 393.60 for exceptions)
							8. SUSPENSION a. Any U-bolt(s), spring hanger(s), or other axle positioning part(s) cracked, broken, loose or missing resulting in shifting of an axle from its normal position. b. Spring Assembly c. Torque, Radius or Tracking Components.				13. WINDSHIELD WIPERS Any power unit that has an inoperative wiper, or missing or damaged parts that render it ineffective. List any other condition which may prevent safe operation of this vehicle. _____ _____ _____ _____ _____
INSTRUCTIONS: MARK COLUMN ENTRIES TO VERIFY INSPECTION. <input checked="" type="checkbox"/> OK, <input checked="" type="checkbox"/> NEEDS REPAIR, <input type="checkbox"/> NA IF ITEMS DO NOT APPLY, _____ REPAIRED DATE											

CERTIFICATION: THIS VEHICLE HAS PASSED ALL THE INSPECTION ITEMS FOR THE ANNUAL VEHICLE INSPECTION REPORT IN ACCORDANCE WITH 49 CFR 396.

Appendix A-6



Appendix A-7

MEDICAL EXAMINER'S CERTIFICATE

I certify that I have examined _____ in accordance with the Federal Motor Carrier Safety Regulations (49 CFR 391.41-391.49) and with knowledge of the driving duties, I find this person is qualified; and, if applicable, only when:

- | | |
|--|--|
| <input type="checkbox"/> wearing corrective lenses | <input type="checkbox"/> driving within an exempt intracity zone (49 CFR 391.62) |
| <input type="checkbox"/> wearing hearing aid | <input type="checkbox"/> accompanied by a Skill Performance Evaluation Certificate (SPE) |
| <input type="checkbox"/> accompanied by a _____ waiver/exemption | <input type="checkbox"/> qualified by operation of 49 CFR 391.64 |

The information I have provided regarding this physical examination is true and complete. A complete examination form with any attachment embodies my findings completely and correctly, and is on file in my office.

SIGNATURE OF MEDICAL EXAMINER	TELEPHONE	DATE
MEDICAL EXAMINER'S NAME (PRINT)	<input type="checkbox"/> MD <input type="checkbox"/> DO <input type="checkbox"/> Chiropractor <input type="checkbox"/> Physician Assistant <input type="checkbox"/> Advanced Practice Nurse	
MEDICAL EXAMINER'S LICENSE OR CERTIFICATE NO. / ISSUING STATE		
SIGNATURE OF DRIVER	DRIVER'S LICENSE NO.	STATE
ADDRESS OF DRIVER		
MEDICAL CERTIFICATE EXPIRATION DATE		

Appendix A-8

U.S. DEPARTMENT OF TRANSPORTATION

DRIVER'S DAILY LOG
(ONE CALENDAR DAY - 24 HOURS)

ORIGINAL - Submit to carrier within 13 days
DUPLICATE - Driver retains possession for eight days

(MONTH) (DAY) (YEAR) (TOTAL MILES DRIVING TODAY)

VEHICLE NUMBERS - (SHOW EACH UNIT)

I certify these entries are true and correct:

(NAME OF CARRIER OR CARRIERS) (DRIVER'S SIGNATURE IN FULL)

(MAIN OFFICE ADDRESS) (NAME OF CO-DRIVER)

	MID-NIGHT	1	2	3	4	5	6	7	8	9	10	11	NOON	1	2	3	4	5	6	7	8	9	10	11	TOTAL HOURS		
1: OFF DUTY																											
2: SLEEPER BERTH																											
3: DRIVING																											
4: ON DUTY (NOT DRIVING)																											
REMARKS																											

Pro or Shipping No. _____

Appendix A-9

Departure Checklist

OPERATIONAL

- ❑ Prior to the day of the trip, review the terms of the contract. Take a copy of the contract on the trip. Note: Emergency contact name and phone number should be in the contract.
- ❑ At the time of trip departure, check to make sure that the bus company that arrives is the one that was contracted for this trip. If any bus is not from that company, ensure that the buses assigned are valid subcontractors on the list of pre-qualified vendors provided by the school system.
- ❑ Make sure that the proper number of buses and drivers are present, *as stipulated in the contract for the trip*.

VEHICLE

- ❑ Windows/Windshield
- ❑ Interior Lights
- ❑ Headlights (high beam/low beam)
- ❑ Tail lights / Brake lights
- ❑ Horn
- ❑ Tires (No Slick Tires!)
- ❑ Fire extinguisher (charged)
- ❑ Copy of the Annual Safety Inspection (either sticker or paper)

DRIVER INFORMATION

- ❑ Valid Commercial Drivers License with a P (passenger) endorsement
- ❑ Valid Medical Certificate (pocket card)
- ❑ Driver's Record of Duty Status (Log Book). Ask the driver if he/she has enough hours remaining to perform the trip.
- ❑ Vehicle registration card to ensure that vehicle is authorized to operate in the states of the trip. Make sure that the license plate and VIN # matches the registration card.

Appendix B

FMCSR Part 385 – Explanation of Safety Ratings

Safety Fitness Procedures Part 385

A motor carrier receives a safety rating when a compliance officer conducts an on-site review of the carrier's compliance with the Federal Motor Carrier Safety Regulations and the Hazardous Materials Regulations.

A compliance review is an on-site examination of the motor carrier's records and operations to determine whether the carrier meets the safety fitness standard. A compliance review is conducted to investigate potential safety violations, investigate complaints, or is in response to a carrier's request for a change in safety rating. The results of the review may result in the initiation of an enforcement action.

The safety rating is identified through calculation of Acute or Critical violations of the FMCSR or Hazardous Materials Regulations. For each acute violation or pattern of critical violations, one point is assigned.

Acute are those regulations where noncompliance is so severe that it requires immediate corrective action. A single instance of an acute violation causes the carrier to be assessed one point.

Critical are those regulations where noncompliance relates to management or operational control. A pattern of critical violations of a given regulation results in the assessment of a point. Note: a pattern is defined as 10% of the records an investigator reviews (e.g. investigator reviews 100 driver qualification files and discovers 12 violations of the minimum age requirement - 1 point is assigned).*

The investigator will typically review six areas of a carrier's operation. These areas are called factors:

They are:

Factor 1 General	(Financial responsibility & General Requirements)
Factor 2 Driver	(Drug and Alcohol Testing, CDL, & Driver Qualifications)
Factor 3 Operational	(Safe Driving and Hours of Service)
Factor 4 Vehicle	(Parts & Accessories; Inspection, Repair & Maintenance)
Factor 5 Hazmat	(Handling, Parking & Driving)
Factor 6 Accidents	(Recordable Accidents)

*Each point assessed for hours of service violations are automatically doubled.

Safety Fitness Procedures Part 385 (cont'd)

Each factor is assigned a rating based on the number of points assigned for the violations within that factor. One point equals a factor rating of conditional, two points in a factor equals a factor rating of unsatisfactory.

Using these individual factor ratings, the investigator will then determine the carrier's overall rating based on the table shown below.

Motor Carrier Safety Rating Table

Factor Ratings		Overall Safety Ruling
Unsatisfactory 0	Conditional 2 or less	Overall Safety Rating Satisfactory
0	More than 2	Conditional
1	2 or less	Conditional
1	More than 2	Unsatisfactory
2 or more	0 or more	Unsatisfactory

The overall safety ratings carry the following meanings:

Satisfactory: A motor carrier has in place and functioning adequate safety management controls to meet the safety fitness standards.

Conditional: A motor carrier does not have adequate safety management controls in place to ensure compliance with the safety fitness standard that would result potential violations.

Unsatisfactory: A motor carrier does not have adequate safety management controls in place to ensure compliance with the safety fitness standards that has resulted in violations.

Appendix C

Application to Provide Charter Bus Service

Pre-Qualification Checklist

A motor carrier seeking to be approved for use by the _____ Schools is requested to answer the following questions and submit the following documentation.

Company Name: _____

Contact Person: _____

Address: _____

Phone Number: _____

Fax Number: _____

E-Mail: _____

Emergency Contact(s): _____

Emergency Phone(s): _____

Site Visit. Discussion Items (Do not submit information with this checklist.)

- Maintenance – On-site/Off-site, personnel qualifications, inspections
- State or national professional associations or emergency aid organization membership
- Policy on emergencies and breakdowns; discuss recent breakdowns
- Policies on drivers' hours of service.
- Review accident register
- Drug and Alcohol Testing
- Driver Qualifications Files

Documents to be Submitted with Application

1. Certificate of Insurance in the amount of \$5 million (minimum) on which the school system (attn: superintendent or designee) is named as an additional insured.
2. Motor Carrier Policies of Insurance for Public Liability - MCS-90B
3. Evidence of a USDOT # (MCS-150, FMCSA Letter, etc)
4. Policy or statement on overbooking and subcontracting, including the list of companies that are used as subcontractors. NOTE: Any company that is used as a subcontractor MUST also be on this school system's approved list.
5. Date of last compliance review (Safety Rating) and copy of the review, if available. Or, include Department of Defense (DOD) Certification if applicable.
6. Statement on how often and on what schedule drivers license or motor vehicle records (MVR) checks are performed on all drivers.
7. List of Vehicles, including description, company vehicle unit #, VIN #, license tag number with date of last annual inspection..
8. List of all current drivers, including the date of each driver's last medical certification and the CDL expiration date.
9. Drug and Alcohol Testing Policy.

By each signature, I certify that _____ (company name) meets all regulations required in the Federal Motor Carrier Safety Regulations.

<u>FMCSR</u>	<u>Authorized Signature</u>
• Part 382 (controlled substance and alcohol testing)	_____
• Part 387 (financial responsibility)	_____
• Part 390 (general applicability and definitions)	_____
• Part 391 (driver qualifications)	_____
• Part 392 (driving rules)	_____
• Part 393 (parts and accessories)	_____
• Part 395 (hours of service)	_____
• Part 396 (inspection, repair and maintenance)	_____
• Part 397 (general hazardous materials rules)	_____

Information for Drug and Alcohol Policy

How many driving positions do you have as per Part 382? _____
How many drug tests were administered during last calendar year? _____
How many alcohol tests were administered during last calendar year? _____
Are you a member of a consortium? _____
List company: _____ Phone: _____

I hereby certify that all information contained in this document and all required documents attached to this document are factual and correct.

Authorized company representative

Name (print or type): _____
Title (print or type): _____
Signature: _____
Date: _____

Appendix D

Model for Regional Cooperation for Site Visits and Central List

1. Getting Commitment/Involvement from LEAs
 - The schools need Superintendent involvement and directive to participate. The Superintendent should appoint a representative to the consortium.
 - Group from an established organization (e.g. NCPTA, NCASA, NCSBA, NCASBO, etc.) may provide an existing umbrella under which such a regional consortium can be formulated.
2. Who needs to be involved in the regional consortium?
 - Each participating LEA should have a representative, appointed by the Superintendent, in the consortium.
 - Within the consortium, it is desirable to have a diverse group, which may include:
 - Representatives familiar with guidelines
 - Representatives familiar with mechanical vehicle operations
 - Representatives familiar with motorcoach industry practices
 - Representatives familiar with school-based administration
 - Representatives familiar with procurement
 - Site visits should be conducted by a diverse team of at least three members of the consortium.
 - Establish relationships with FMCSA and DMV Enforcement for technical assistance.
3. What documents are needed?
 - Standard site visit checklist used by all members of that consortium. (Ideally, other consortia would use the same checklist.)
 - Standard packet of information to be provided by carrier to any LEA in the consortium, as indicated in the Guidelines. (Ideally, if a carrier provides information to a central repository for the consortium, only specific insurance, vehicle information and the sign-off page need to be supplied to individual LEAs.)
4. Timeline and Continuing Follow-up
 - The consortium should establish when site visits will take place and how renewals will be done. Carriers that have been disapproved for the list would not be re-evaluated again until the following year.
5. Education
 - The consortium should provide outreach to school-based staff regarding guidelines and local policies.