
CHARTER BUS TRANSPORTATION

REGULATION EEBB

The following regulation is intended for the use of the Carteret County Public Schools, when chartering motorcoaches for the transportation of students. The regulation is intended to improve education and training that will help to ensure the safest chartered transportation environment for the students of Carteret County. The Superintendent, or his designee, shall be responsible for the implementation and enforcement of this policy.

Pre-Qualification Background Check

There shall be a list developed of eligible motorcoach companies, which the school system may use for charter bus service. These companies have been pre-qualified for service. The list of companies must be updated at least annually.

Requirements of Background Check

In contracting with any company for charter motorcoach services, the background of the company must be checked and pre-approved by the Transportation Department. The background check shall include the following;

- a. The company's name, contact person and address, phone number, fax number, email address, emergency contact(s), emergency phone number(s);
- b. The company's personnel qualifications and inspections, State or national professional association or emergency aid organization in which it is a member, the company's policy or policies on emergencies and breakdowns, the company's policies on drivers' hours of services, the company's accident register, the company's policy with regard to drug and alcohol testing, and the company's drivers' qualification files.

The following documents must be submitted with any company's application for approval and retained on file within the Transportation Department as part of the background check:

- a. Certificate of insurance in amount of at least \$5,000,000.00 in which the school system is named as an additional insured;
- b. Motor carrier policies of insurance for public liability; a U.S. Department of Transportation Number;
- c. The company's policy or statement on overbooking and subcontracting, including a list of companies which are used as subcontractors;
- d. The date of the last compliance review and a copy of the review;
- e. A statement on how often and on what schedule drivers licenses or motor vehicle record checks are performed on all drivers;
- f. A list of vehicles, including a brief description;
- g. The company vehicle unit number;
- h. The vehicle identification number and license tag number;
- i. A copy of the periodic safety inspections for each vehicle within the last twelve (12) months;
- j. A list of all current drivers, including the date of each driver's last medical certification and his CDL expiration date.

The Superintendent, or his designee, shall conduct an on-site visit of each prospective company when the above-referenced documents have been submitted. At this visit, the Superintendent, or his designee, shall follow the guidelines set out in paragraph 1.1.1 site visit in the “School Charter Transportation Committee Recommended Guidelines and Procedures”.

The principal, or his designee, shall make sure that the contractor meets all the criteria required by this regulation through the following actions:

- a. Obtain Superintendent / Board Approval when required
- b. Contract with Vendors on the “Approved List”
- c. Contract each trip
- d. Conduct “Pre-Trip Reviews” as required

The principal or his designee shall contract each specific trip on the forms provided in this regulation. The contract must be with a company, which has been pre-qualified by the superintendent, or his designee, and listed on the “Approved List”.

Conduct Pre-Trip Review

The principal, or his designee, shall conduct a pre-trip review at the time of the intended motorcoach trip. This check shall ensure the driver (and any substitute drivers) and the vehicle meet all criteria required hereunder before departure on the motorcoach. This check shall be conducted immediately upon arrival of the motorcoach and should last no longer than 15 minutes per bus unless discrepancies are identified. This check must be performed as follows:

- a. Once per day (First trip)
- b. Each time there is a driver change
- c. Each time there is a vehicle change

Roadside Breakdowns or Emergencies

In case of a roadside break down or emergency the principal or designee may accept a non-approved vendor/coach/driver to complete their travel provided the non-approved vendor/coach/driver is in compliance with the Pre-Trip Checklist. This exception is valid only once the trip is in progress and not intended to replace or substitute a contracted vendor for beginning a trip regardless of cause.

There is incorporated in this policy the guidelines and procedures set out in the “School Charter Transportation Safety Committee Recommended Guidelines and Procedures” by reference thereto as part of this policy.

Adopted June 2002