

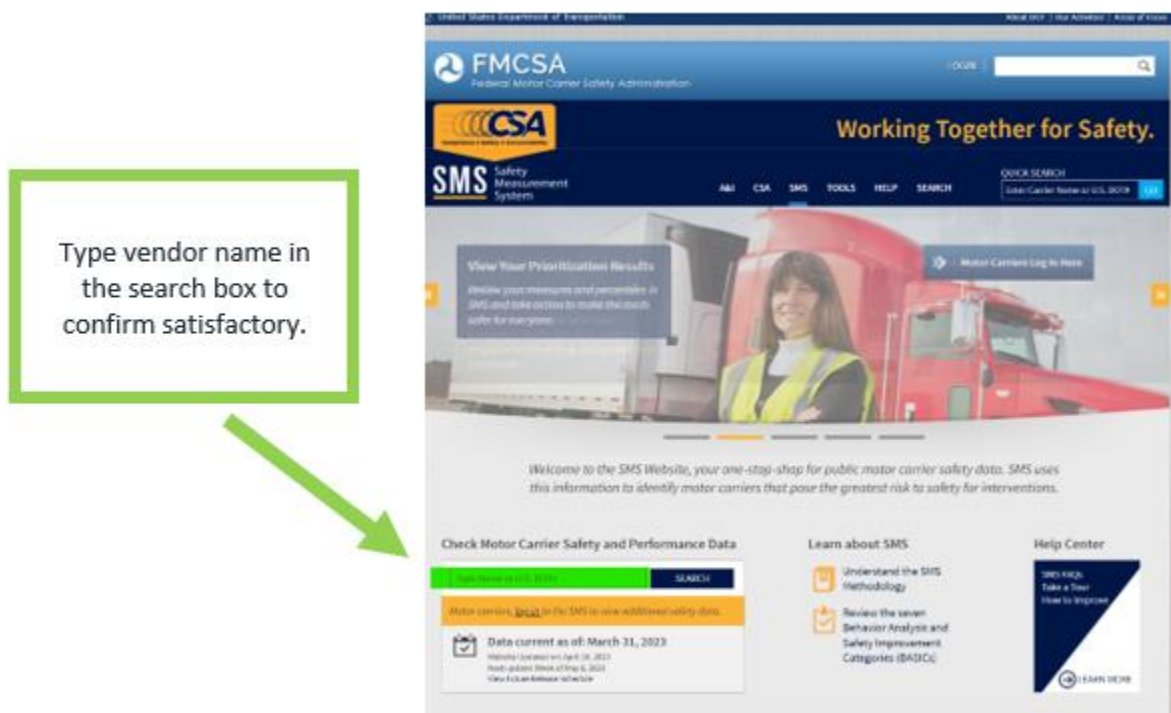
Non-Contracted Charter Bus Guidance

Prior to following the below guidance all contracted vendors must be contacted to confirm for availability. Vendor confirmation of unavailability must be received in writing and kept on file for auditing purposes.

If none of the contracted vendors are available on the date of your scheduled trip, then the school is may follow the non-contracted – three bids or MWBE process to obtain charter bus service.

Required Guidelines

Schools must use vendors rated **satisfactory** by the U.S. Department of Transportation. [Click here](#) to access the U.S. Department of Transportation passenger carrier safety ratings.



The image shows a screenshot of the Federal Motor Carrier Safety Administration (FMCSA) Safety Measurement System (SMS) website. A green callout box on the left contains the text: "Type vendor name in the search box to confirm satisfactory." A green arrow points from this box to the search bar on the website. The website header includes the FMCSA logo, the slogan "Working Together for Safety," and navigation links for "ALL", "CSA", "SMS", "TOOLS", "HELP", and "SEARCH". Below the header, there is a section for "Check Motor Carrier Safety and Performance Data" with a search bar and a "SEARCH" button. The data is noted as current as of March 31, 2023. Other sections include "Learn about SMS" and a "Help Center".

The following documentation must be obtained by the vendor and verified by the school prior to uploading into FAMIS for PO approval by your [Division of School Leadership Finance Team](#).

- The driver of the charter bus must be 19-A certified by the New York State Department of Motor Vehicles. The driver must present a [NYSDMV Abstract of Driving Record](#) indicating that their 19A Status is Active-School-Qualified.
- The Abstract must be presented at the time of service and the print date must be within 3 days of the transportation request.
- The document must be initialed by a school official confirming that he or she has seen the 19A Certification.

The contractor must agree to provide the following insurance:

- The charter bus provider is responsible for obtaining general liability coverage and automobile liability insurance coverage for personal injury (including, but not limited to death, sickness, disease and impairment) and property damage, caused directly or indirectly by any act(s) or commission or omission of the Contractor. In addition, the charter bus provider must have **Worker's Compensation Insurance** and **Employer's Liability Insurance** in the amounts prescribed by law.

