

Letter of Agreement for Motor Coach Services:

School Checklist to help you make arrangements with an Authorized Carrier (3 pages)

For this form to be regarded as a formal letter of agreement between the school and the motor coach company, it must be completed and signed by a school representative and then signed by a representative of the motor coach company. A copy should be returned to the school for file purposes.

Select a motor coach company from the Authorized Carrier's List

- Name of Company contracted: _____
- Name of Company Contact person: _____
- Phone number: (_____) _____ - _____
- Fax number: (_____) _____ - _____
- E-mail address: _____
- Mailing address: _____

Be ready to provide the motor coach company the following information

- Name of school and group sponsoring trip _____
- Trip departure date ____/____/____ Time ____ AM PM
- Pick-up location _____
- Trip itinerary--describe in detail where the bus(es) must transport students
- Trip return date ____/____/____ Time ____ AM PM
- Drop-off location _____
- Total number of passengers going on trip (students, teachers, chaperones, etc.) _____
- If any unusual equipment/luggage (e.g. band equipment) is to be transported, specify what type and how much?

- List any special requirements for the bus(es) (e.g. handicapped accessible, large equipment storage)

Confirm with the Motor Coach Company

- Name of emergency contact person _____
- All-hours phone number (_____) _____ - _____
- Number of drivers required _____
- Total trip mileage _____
- If two or more drivers are required, how and when should the school expect the drivers to rotate driving duties?

Specify seating capacity and special requirements for each bus/vehicle required

Bus/vehicle Number	Seating Capacity	Special Requirements	ID Number
Vehicle 1			
Vehicle 2			
Vehicle 3			
Vehicle 4			

Identify Trip Costs and Payment method

What is the motor coach company's fee for transportation services and how is it computed?

Daily rate per bus \$ _____

Mileage fee \$ _____ per mile

Other fees and costs \$ _____

The school may be responsible for other charges. Itemize such charges in detail

Total charges for all transportation services estimated \$ _____

Who will pay for the services (i.e. who should be invoiced if not the school representative who made the arrangements?)

Name, address and phone number of person coordinating activity for billing purposes

Contact person at company to address billing related questions _____

Confirmation by School of Arrangements for Carrier Services

To be completed by the school who made the arrangements.

Date arrangements with motor coach carrier were finalized: ____/____/____

Your name: _____
(Type or print)

School name: _____

Address: _____

Phone (____) _____ - _____ Fax number (____) _____ - _____

Principal's name: _____

Principal's signature: _____ Date signed: ____/____/____

A copy of this completed form must be mailed or faxed to the contracted company for confirmation of agreement.

Confirmation by Authorized Carrier of Agreement for Services

To be complete by a representative of the motor coach company

Name of company representative: _____
(Type or print)

Position: _____
(Type or print)

Signature: _____ Date signed: ____/____/____

A copy of this signed document must be mailed or faxed back to the school at the above listed address.

Appendix B

Pre-Trip Checklist -- Completed by School/Event Personnel

School or group sponsoring trip: _____
 Trip departure date: ____/____/____ Pick-up location: _____
 Trip return date: ____/____/____ Drop-off location: _____
 Contracted Authorized Carrier: _____
 Number of buses/vehicles contracted: _____
 Emergency Contact person: _____
 All-hours phone number: (____) _____ - _____

PRIOR TO THE DAY OF THE TRIP

(Printed Name & Initials)

- File a copy of the itinerary and travel route with your school administration.
- Review the terms of the Letter of Agreement

VEHICLE ARRIVAL

(Printed Name & Initials)

- Operational
- Check to make sure that the company whose vehicle(s) arrive is the company that was contracted for this trip. If the vehicle(s) is not from that company, ensure that the vehicle(s) is from a valid subcontractor of that company and that they are on the district's Authorized Carrier's List.
- Make sure that the proper number of buses and drivers are present, as stipulated in the contract for the trip.
- Ensure that all drivers have Level II clearance identification.

VEHICLE SAFETY CHECK

(Printed Name & Initials)

- Windows/windshield not severely cracked
- Windshield wipers work
- Heating/air conditioning and windshield defogging systems work
- Interior lights work
- Headlights (high beam/low beam) work
- Tail lights/brake lights work
- Horn works
- Tires in good shape (no damaged or treadless tires and all appear to be properly inflated)
- No unusual oil/grease leaks (at wheel seals or under the vehicle)
- Fire extinguisher present and in working order
- No air leaks (walk around vehicle and listen for air leaks while driver applies the brakes)
- Copy of the annual safety inspection (either sticker or form) available

DRIVER/VEHICLE INFORMATION

(Printed Name & Initials)

- Valid commercial drivers license with a P (passenger) endorsement
- Valid medical certificate (pocket card)
- Driver's record of duty status (log book)
- Copies of the previous seven days' record of duty status for each driver
- Vehicle registration card to ensure that vehicle is authorized to operate in the states of the trip. Make sure that the license plate and vehicle identification number matches the number on the registration card.
- Vehicle's USDOT annual inspection document, either a sticker or on paper (Note: these documents indicate the date of inspection, not the date of expiration and are usually valid for only one year.)

ON THE TRIP

- Take a copy of the letter of agreement on the Trip. The emergency contact's name and phone number should be on that form.