LIVERPOOL CENTRAL SCHOOL DISTRICT
TRANSPORTATION CENTER
CHARTER COACH TRIP GUIDELINES

These guidelines are based on State Education Department, Department of Motor Vehicles, and insurance carrier recommendations.

1. The teacher, or administrator, planning a trip via charter coach calls the transportation office for the names of pre-approved charter coach companies. Only pre-approved charter coach companies may be used for trips of any kind involving Liverpool Central School District pupils. At that time they let the transportation office know the date and destination of the trip.

2. The teacher, or administrator, confirms the trip with the transportation office and informs them of the pre-approved contractor selected to complete the trip.

3. In advance of the trip the transportation office will:
   a. Contact the charter coach company to get the name of the driver to be assigned,
   b. Send the charter coach company the guidelines to be followed for Liverpool Central School District trips,
   c. Confirm with the Department of Motor Vehicles that the company and the driver are approved to transport school students.

4. On the day of the trip the Charter Coach will arrive at the bus garage at least 20 minutes prior to the pick up time to:
   a. conduct a walk around inspection of the bus with the charter coach driver,
   b. determine that the driver is one that was pre-approved by the District, and,
   c. verify the driver’s license.

   The following additional items will be verified the day of the trip:
   1. The bus has a current Department of Transportation inspection sticker.
   2. The bus is not more that 15 years old.
   3. There is a seat for every person that is riding the bus.
   4. The driver will be informed that it is expected that all vehicle traffic laws, including the speed limit, will be obeyed.
   5. The bus passes the pre-trip inspection conducted by the driver and the transportation office representative on the day of the trip.
   6. In the event of a breakdown, the students may not be allowed to double up with a second bus if that second bus exceeds its passenger capacity.

   Should the charter coach company fail to meet any portion of the guidelines, a different company will be employed, or the trip will be canceled. The transportation office representative will have the authority to cancel the trip if the above guidelines are not met.

5/1/18