April 18, 2018

To Whom It May Concern:

The Liverpool Central School District has developed guidelines regarding the use of chartered buses for all school related trips.

These guidelines require the Transportation Center to approve all charter companies that the district will use prior to any trip leaving the school. (This includes chartered coaches, yellow school buses (any size), vans, and limousines.) In order for us to grant an approval we need the following from all charter companies in advance of any trip.

1. A copy of the most recent Department of Motor Vehicles 19A carrier report that is included with your “Affidavit of Compliance”

2. A copy of the driver’s abstract of driving record for any driver that may be assigned a trip for our district.

3. A copy of your most recent NYSDOT Inspection Survey.

4. A current certificate of insurance that illustrates $5,000,000.00 for liability with the Liverpool Central School District included as the additional insured.

On the day of the trip, the bus shall arrive at the Transportation Center, 4101 Longbranch Road in Liverpool at least twenty minutes before the scheduled arrival at the location where student(s) will board the bus. At that time, a representative from the Transportation Center will go over the following with the driver:

1. The district will ask the driver of the chartered bus to see his/her license and the completed Pre-trip Inspection Form.

2. Both the driver and the representative will perform a walk around pre-trip inspection of the bus. The driver will be asked to open engine compartment to check for leaks and the belt(s) condition. Any defects that will put the safety of the students at risk will result in not allowing that bus to be used for the trip.

3. The representative will check to see if there is a current New York State Department of Transportation inspection sticker on the bus. Only buses with the appropriate sticker will be used on school district trips.
4. The driver will be asked to point out emergency equipment on the bus. If the bus is not equipped with emergency equipment, ie: reflective triangles and first aid kit, the bus will not be used on the chartered trip.

5. The representative will also remind the driver that the district expects the driver to obey all vehicle and traffic laws while transporting district students and will be observed by the person in charge of the trip as to your driver’s driving habits and control of the bus.

(See copy of Chartered Bus Checklist attached)

The district demands that all chartered bus companies provide proof demonstrating that Federal Department of Transportation Regulations governing drug testing are being adhered to. All drivers who operate commercial vehicles shall be subject to drug and alcohol testing in accordance with federal and state law.

These guidelines are to insure the safety of Liverpool Central School District students while they are being transported. In the event your company intends to continually service our district, please send the current required information above to me as soon as possible.

Thank you for your cooperation.

Sincerely,

Laura D’Arcangelis