

Charter Bus Procedures

1. Enter the field trip/athletic trip into TripTracker a minimum of 6 weeks prior to the departure date. The trip must be submitted for approval the same as if using a FCBOE school bus.
2. Select a charter bus company from the "Approved Charter Bus Company" list available on the Transportation Website - FCBOE.ORG/bus.
 - a. If contracting through a tour company to coordinate the trip, ensure they use a charter bus company from the "Approved Charter Bus Company" charter bus list on the FCBOE Transportation Website.
 - b. If the charter bus company subcontracts with another charter bus company, the subcontracted company must also be on the FCBOE approved list.
3. Buses must meet the following requirements: 26,001 GVW or greater OR meet Georgia School Bus Specifications
4. Select a Trip Leader: An individual who is assigned to ensure the following is met:
 - a. The bus company that arrives is the one contracted for the trip (have a copy of the contract on hand).
 - b. To make sure the proper number of buses and drivers are present as stipulated in the contract.
 - c. To assure there is always an adult awake and monitoring the driver's performance. If the leader/chaperone feels uncomfortable at any time with the bus and/or driver's performance, they should stop the trip immediately and contact the charter company for assistance. Report the situation to the school administrators.
 - d. To complete a Departure Checklist: DRIVER INFORMATION and VEHICLE WALKAROUND
 - a. Valid CDL with passenger (P) endorsement
 - b. Valid medical certificate (pocket card)
 - c. Drivers duty status; ask the driver if they have enough hours remaining to perform the trip.
 - d. Vehicle registration card (Make sure license plate and VIN# matches the registration card)
 - e. Windows - clean, not cracked or broken
 - f. Emergency windows - operational
 - g. Interior lights - working properly
 - h. Headlights Tail lights/brake lights - working properly, no outages
 - i. Horn - works
 - j. Tires - NO slick tires
 - k. Fire extinguisher(s) - Charged or in the green, serviced, and securely mounted.
 - l. Copy of the annual safety inspection (sticker or paper)
 - m. Complete Charter company Evaluation form.
 - n. Return completed Evaluation to the Transportation Department to the attention of Carolyn Hausser.

Charter Company Evaluation

Please complete and return to Transportation Department

Charter Company _____ Trip # _____ Trip date _____
 Trip Destination _____
 Trip Leader Name: _____ Trip Leader Phone # _____
 School _____ Group _____

The Trip Leader should complete a Departure Checklist: VEHICLE WALKAROUND

- Windows - clean, not cracked or broken
- Interior lights - working properly
- Headlights Tail lights/brake lights - working properly, no outages
- Horn - works
- Tires - NO slick tires
- Fire extinguisher(s) - Charged
- Copy of the annual safety inspection (sticker or paper)

The Trip Leader should check DRIVER INFORMATION

- Valid CDL with passenger (P) endorsement
- Valid medical certificate (pocket card)
- Drivers duty status; ask the driver if they have enough hours remaining to perform the trip.
- Vehicle registration card (Make sure license plate and VIN# matches the registration card)

Were the items on the vehicle walk around acceptable? Y N _____

Were the driver/bus documents acceptable? Y N _____

Were the driver's appearance and behavior professional? Y N _____

Was the driver punctual? Y N _____

Did your trip require more than one driver? Y N _____

Were the bus amenities in working order (ie. WiFi, TV)? Y N _____

Were restroom facilities clean and working properly? Y N _____

Did you arrive at your destination on time? Y N _____

Is there any other information that should be considered by future trip leaders?

