**Bus Transportation**

**Reimbursing schools for bus transportation**

- We do not need a PO (high-value, low-value, or vendor blanket) to reimburse a school that provides bus transportation for children visiting reserves. We can reimburse them upon receipt of an invoice from the school.

- Please obtain a **PROPOSAL** from the school when you first make the arrangements with the school.
  
  We need to know:

  1) how much it will cost
  2) that we are reimbursing the school, not paying the bus company directly

- Please ask the school to provide us with an **INVOICE** after the trip so we can reimburse them.

- **This only applies when we are reimbursing a school.** The school must have paid for the bus. If we are paying the bus company directly, then we must have a high-value PO in place.

- This is a temporary solution to this problem. There is some talk of having to do a Business Services agreement in each case. Since the "policy" could change without notice, please let provide me with the proposal as early as possible each time.

**Paying directly for bus transportation**

- Requires a High-Value PO from Purchasing. Submit a proposal from the bus company to the Campus Office. Requires Certificates of Insurance from the vendor.
University of California Insurance Requirements Ground Transportation Charter Services

Prior to working with the University, vendors providing Ground Transportation Charter services shall furnish to the University a Certificate of Insurance that shows evidence of insurance coverage in compliance with University insurance requirements. The minimum requirements are as follows:

CERTIFICATE OF INSURANCE

A. **Commercial Form General Liability:**
   1. Combined Single Limit Per Occurrence $1,000,000
   2. Products and Completed Operations $2,000,000
   3. Personal and Advertising $1,000,000
   4. General Aggregate, Bodily Injury, Property Damage* $2,000,000

B. **Business Automobile Liability Insurance** for owned, scheduled, non-owned or hired automobiles:
   1. 1 – 6 Passengers $5,000,000 CSL
   2. 7 – 20 Passengers $10,000,000 CSL
   3. 21+ Passengers $15,000,000 CSL
   4. Per seat not less than $200,000

C. **Workers’ Compensation:** as required under California State Law.

D. **Additional Insured Endorsement:** The General Liability and Auto Liability coverage shall be endorsed to name The Regents of the University of California as an additional insured.

E. **Written Notice of Cancellation:** Certificates shall provide for advance written notice to University in accordance with policy provisions of any modification, change, or cancellation of any component of the insurance coverage.

F. **Certificate Holder** on the Certificate of Insurance shall be:

   The Regents of the University of California
   Purchasing Department
   3203 SAASB
   Santa Barbara, CA  93106-1150

The certificate can be faxed, emailed or sent to the above address:

   Email: karen.jeffers@bfs.ucsb.edu
   Fax: (805) 893-8639