

## **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

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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

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

Email: [karen.jeffers@bfs.ucsb.edu](mailto:karen.jeffers@bfs.ucsb.edu)

Fax: (805) 893-8639