

# Charter Bus Transportation Policy

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## I. PURPOSE

The purpose of this policy is to detail the requirements surrounding the hire and use of charter bus services and companies for college-related trips and business.

## II. SCOPE

The charter bus transportation policy applies to all Goucher faculty, staff, and students who wish to engage a private charter bus company for their services for college-related business.

## III. STATEMENT OF POLICY

1. If an individual or group wishes to engage a charter bus or transportation company for college-related business, they must either select a vendor from the [Pre-Approved Vendor List](#) or if they wish to engage the services of a vendor outside of the pre-approved list, they must contact the Procurement Operations Manager. The proposed vendor must meet all requirements as detailed in the [Indemnification, Insurance, and Safety Check Requirements for Charter Bus Companies](#) document.
2. For all charter engagements, an executed copy of the [Indemnification, Insurance, and Safety Check Requirements for Charter Bus Companies](#) document must accompany any contract documents and be on file with the Procurement Operations Manager prior to engagement.
3. Failure to comply with this requirement may result in disciplinary action up to and including termination of employment to be determined by Human Resources, depending on the severity of the violation.

## IV. RESPONSIBLE OFFICIAL

The procurement operations manager within the office of the controller is responsible for the administration of this policy and can be contacted at [purchasing@goucher.edu](mailto:purchasing@goucher.edu).

## V. POLICY HISTORY

Last Updated March 2021; March 2024.