

Important Information on Charter Bus Services

- **Driver's driving hours:** Federal regulations now require all Charter Buses to be equipped with electronic logging devices for drivers hours. Drivers may not drive more than 10 hours and be on duty for more than 15 hours without 8 consecutive hours off duty.

Note; charter bus companies nor their drivers will risk violating these laws as they are subject to heavy fines and or the loss of their license.

The 10 hour maximum includes pre-trip and post trip. Example; if the drive from the bus yard to the departure point is 30 minutes, the drive from the destination point to the driver's hotel is 15 minutes, that leaves 9 hours 15 minutes of actual drive time.

- **Hotel for Driver:** If booking a hotel for a driver, as part of a one day turnaround trip, it is highly recommended that early check in is requested. After dropping passengers off at the destination, the driver will not be able to return for 8.5 hours, delayed check in will result in a delayed return.

When booking a hotel for overnight trips ask if the hotel has on-site bus parking. If the hotel doesn't have on-site parking, the driver will have to stay at a separate location and that will decrease the hours they are available for you.

Most bus companies are familiar with hotels near popular destinations and may be able to recommend a hotel that fits your requirements.

- **Travel Times:** When planning a trip note that most buses are speed governed to 68-70 MFP and trips will require more time than they do in a passenger car.
- **Itineraries:** When obtaining quotes have as accurate an itinerary as possible. *The Final Itinerary should be given to the bus company no less than 3 weeks in advance.*
- **District Contact Number:** When submitting the final itinerary you must include a point of contact and cell phone number for the lead District personnel on the trip so a dispatcher can contact them in an emergency or if they need to relay important information.
- **Safety Regulations:** All passengers are expected to comply with safety regulations; your driver is responsible for your safety while the bus is in route to your destination. When booking a trip ask the company for a copy of these regulations so that you are familiar with them.
- **Complaints During Trips:** If there is an issue concerning a driver during a trip, contact the company's dispatcher or designated personnel. Do not distract the bus driver.
- **Complaints Post-trips:** If there is an issue with a trip that a company has not satisfactorily resolved please fill out the incident report included in the Districts' charter bus packet or contact Bryan Carey in the Purchasing Department at 799-5225 ext. 5566 or careyb@nv.ccsd.net.

INCIDENT REPORT FORM

Purchasing Department

1. YOUR CONTACT INFORMATION			
School			
Purchase Order # or Check #			
Telephone No.			
E-mail			
You are a... (Please ✓ relevant box)			
<input type="checkbox"/>	Teacher/Administrator	<input type="checkbox"/>	Transport Operator
<input type="checkbox"/>	Other:		
2. ROUTE/BUS INFORMATION (please enter all known information)			
Charter Bus Company			
Confirmation #			
Vehicle Type		Seating Capacity	
Driver's Name			
Passenger Assistant Name(s)			
3. DETAILS OF INCIDENT			
Date and time of incident			
Incident Location			
Type of Incident (Example: bad driving, bus late, etc)			
Description of incident			
Details of those involved		Details of witness(es)	
Can you provide any pictures of the incident?		<input type="checkbox"/>	YES
		<input type="checkbox"/>	NO
4. SIGNATURE			
Signature			Date submitted

Questions or Concerns: Purchasing Department - Bryan Carey 799-5225 ext 5566