



INSURANCE REQUIREMENTS FOR TRANSPORTATION CONTRACTS

It is often necessary to transport students and employees to field trips, athletic events, and other activities by bus, charter bus and other forms of group transportation. These types of transportation companies are often referred to as “carriers”. Event Coordinators must take the following steps in connection with any contract with a carrier for transportation services.

1. The contract with the carrier must include a detailed itinerary which contains the following information:
 - a. Name of the event.
 - b. Organization sponsoring the event.
 - c. Pick-up and Drop-off locations.
 - d. Pick-up and Drop-off times.
 - e. Carrier to provide type of vehicle and name of driver if known.
 - f. Lodging for driver if overnight stay is required.

2. Carrier must provide a Certificate of Insurance with an Endorsement Page naming the District as an Additional Insured. For complete information on the District’s insurance requirements, see the [Purchasing Toolbox](#).

3. Event Coordinator must access the California Public Utilities Commission (CPUC) website and confirm that the carrier is licensed and insured, and to check if there are any current or past complaints filed against the carrier. The Event Coordinator will need to know the county where the carrier is CPUC registered in order to conduct this search.

Please use the following CPUC URL to conduct the search:

<https://tcportal.cpuc.ca.gov/TCP/s/>

4. Event Coordinator must forward the following documents and materials to the Risk Manager for review:
 - a. Contract with a detailed itinerary.
 - b. Certificate of Insurance and Additional Insured Endorsement.
 - c. Print out or screenshot of CPUC information for carrier.

Thank you for following these steps before submitting a transportation services contract for approval and signature.

Please note that all guides, forms and templates are located in the Purchasing Toolbox

<https://sjeccd.edu/district-services/general-services/purchasing-toolbox>