



UNIVERSITY OF CALIFORNIA SANTA CRUZ
PURCHASING AND BUSINESS CONTRACTS

1156 High Street
Santa Cruz, CA 95064

(831) 459-2651
FAX (831) 459-3300

June 27, 2007

RE: UCSC BUS CHARTER TRANSPORTATION

Dear Bus Charter Company:

The University of California Santa Cruz provides for our campus a list of pre-qualified companies who provide Bus Charter Service for campus events. Campus departments will select from this list, which is accessible from the UCSC web-site. This process is meant to serve our campus departments with their requirements for this service and to ensure that all University of California requirements are met.

If you are interested in becoming a pre-qualified Bus Charter Vendor you must complete the enclosed application form and provide us with a current and correct Certificate of Insurance and Certifications. After your application has been reviewed and approved, your business will be added to the list of pre-qualified Bus Charter Vendors.

If you are interested in becoming an approved UCSC Bus Charter Vendor please complete the following steps:

1. Send a copy of your current Certificate of Insurance per the attached instructions naming UC Regents as additional insured.
2. Send a copy of your current PUC Certificate.
3. Complete the UCSC Bus Charter two-page application form.

After your documents have been reviewed and your application has been approved, your company will be added to the Pre-Approved Bus Charter Vendor List.

Thank you for taking the time to complete this application.

Sincerely,

Central Purchasing

REQUIREMENTS FOR UCSC CAMPUS BUS CHARTER SERVICES
UNIVERSITY OF CALIFORNIA SANTA CRUZ

INSURANCE

The bus charter company providing charter services for campus events is required to show evidence of adequate insurance coverage by furnishing a certificate of insurance indicating compliance with all requirements stated below.

1. The Bus Charter Company's general and auto liability insurance policies shall be endorsed to name the University as an additional insured. The certificate must read as follows:

“The Regents of the University of California, its officers, agents, and employees are named as insureds under the policy for all liability arising out of the provision of bus and transportation services by Bus Charter Company to University of California Santa Cruz.”

This policy shall be primary to any other valid and collectible insurance available to the Regents.

2. The **MINIMUM REQUIREMENTS** for bus charter companies are:

- 2.1. General Liability: Comprehensive or Commercial Form (preferred but not required).

- 2.1.1. Each Occurrence \$1,000,000

- 2.1.2. Personal and Advertising Injury \$1,000,000

- 2.1.3. General Aggregate (not applicable to comprehensive form) \$2,000,000

- 2.2. Business Automobile Liability (MINIMUM LIMITS REQUIRED) \$5,000,000

- 2.3. Workers' Compensation as required under California State Law.

NOTE: To be approved by the University for charter of multiple buses for any one trip, the minimum required limit for Business Automobile Liability is \$100,000 per passenger.

3. Insurance company must provide thirty (30) days advance written notice to UCSC Purchasing, 1156 High Street, Santa Cruz, CA 95064 of any modification, change, or cancellation of any of the insurance coverage.

PUC CERTIFICATE

The Bus Charter Company **must** provide a current copy of its PUC Certificate including the File TCP- number.

INDEMNIFICATION

The Bus Charter Company is required to provide the indemnification contained on page two of the application (Indemnification and Waiver).

APPLICATION

The Bus Charter Company must complete and sign all sections as required of the Application for UCSC Campus Bus Charter Service. The two page Application for UCSC Campus Bus Charter Services including all required certificates should be returned for review and approval to Lynn Kirkpatrick, UCSC Central Purchasing, 1156 High Street, Santa Cruz, CA 95064.

APPLICATION FOR UCSC CAMPUS BUS CHARTER SERVICES

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BUSINESS INFORMATION

Business Name: _____
Address: _____ _____
Business Phone: _____ FAX Phone: _____
Owner's Name: _____
Manager's Name: _____ Manager's Phone: _____
Reservation Contact: _____ Reservation Phone #: 800 _____
PUC #: _____ Expiration Date: _____

CERTIFICATION

Bus Charter Company certifies that it is in compliance with all PUC regulations and requirements for Charter-Party Carrier of Passengers.

Owner's Signature

Date

BUS FLEET SIZE: LIMITS OF TRAVEL

Bus Capacity	No. of vehicles with this capacity in your fleet	Destination limits

APPLICATION FOR UCSC CAMPUS BUS CHARTER SERVICES

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INDEMNIFICATION AND WAIVER

The Bus Charter Company named above hereby represents and warrants that the information provided above is true and complete to the best of its knowledge and that Company agrees to comply with the University insurance requirements specified herein and the attached requirements. Further, Company agrees that University approval of Company's qualification to provide bus charter services is valid until the date of expiration of its PUC Certificate, or its auto, liability, or worker's compensation insurance. Cancellation of Company insurance, PUC suspension or violation of regulations will be cause for removal from the University's Pre-qualified list.

Company hereby agrees to defend, indemnify, and hold The Regents of the University of California, its officers, employees, and agents (University) harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for bodily injury, including death, or damages to property (including the loss of use thereof) arising out of the provision of bus transportation services to the University or the presence of Company employees or agents on the University's premises, and for any other injuries or damages except for such liability, loss, expense or claim which results from the sole negligence or willful misconduct of the University.

Signature: _____ Date: _____

Print Name: _____

Title: _____

Return completed 2 page Application and copies of PUC Certificate and Certificate of Insurance to:

**Lynn Kirkpatrick
Purchasing and Business Contracts
UCSC
1156 High Street
Santa Cruz, CA 95064
TEL (831) 459-2651 FAX (831) 459-3300**

UNIVERSITY USE ONLY:

AUTHORIZATION: FOLLOWING CONDITIONS MUST BE MET FOR APPROVAL TO BE EFFECTIVE: _____

APPROVED BY: _____ **DATE:** _____

15 working days are required to approve company after all required documents are received.