



UNIVERSITY OF CALIFORNIA SANTA CRUZ

Procurement Services

1156 High Street
Santa Cruz, CA 95064

(831) 459-2311
FAX (831) 459-3300

UCSC Bus Charter Transportation Services

Applicant:

The University of California Santa Cruz, Procurement Services department, (“University”) provides to our campus a list of pre-approved companies who provide responsive and responsible bus charter services for campus events. Campus departments requiring these services will select from this list, which is accessible from the UCSC Procurement Services web-site. This approved list is meant to ensure that all University of California requirements are met, including California Public Utilities Commission (PUC) and all insurance requirements.

If you are interested in becoming an approved bus charter services supplier, you must complete the enclosed application form and provide us with a current Certificate of Insurance and PUC certifications. After your application has been reviewed and approved, your company will be added to the list of approved bus charter services suppliers on our website. When the University purchases your services, a purchase order will be issued and the UC Terms and Conditions of Purchase will become the governing contract with the University. Article 9 of the UC Terms requires you to maintain the insurance contained within the Minimum Insurance Requirements for Contractors/External Users - Transportation located at https://www.ucop.edu/risk-services-insurance/files/certificate-of-insurance/transportation_ins_limits_rev11_13_13.pdf and this application will be part of your contract.

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

1. Submit your current Certificate of Insurance per the below requirements naming UC Regents as additional insured.
2. Submit a copy of your current PUC Certificate.
3. Complete and submit the UCSC Bus Charter application form.

After your documents have been reviewed and your application has been approved, your company will be added to the approved Bus Charter supplier list.

Thank you for taking the time to complete this application.

UCSC - Procurement Services

Requirements for UCSC Campus Bus Charter Services UNIVERSITY OF CALIFORNIA - SANTA CRUZ

Insurance

Insurance terms are contained with the UC Terms and Conditions of Purchase located at - <https://www.ucop.edu/procurement-services/policies-forms/legal-forms-current/uc-terms-conditions-2-27-20.pdf>. Additional insurance requirements, that are made part of the contract are included within the Minimum Insurance Requirements for Contractors/ External Users - Transportation located at [https://www.ucop.edu/risk-services-insurance/ files/certificate-of-insurance/ transportation ins limits rev11 13 13.pdf](https://www.ucop.edu/risk-services-insurance/files/certificate-of-insurance/transportation_ins_limits_rev11_13_13.pdf). We summarize some of the terms here for your convenience but the UC Terms and Conditions of Purchase and the Minimum Insurance Requirements for Contractors/External Users - Transportation take precedence.

A 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, are named as additional 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 can be found below:
[https://www.ucop.edu/risk-services-insurance/ files/certificate-of-insurance/transportation ins limits rev11 13 13.pdf](https://www.ucop.edu/risk-services-insurance/files/certificate-of-insurance/transportation_ins_limits_rev11_13_13.pdf)
3. Insurance company must provide advance written notice to UCSC Procurement Services, 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 Transportation Charter Permit (TCP)- number.

Indemnification and Insurance

The bus charter company is required to agree to the UC Terms and Conditions of Purchase, as more clearly defined on page four of this application without modification, which include indemnification and insurance requirements.

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 must be returned for review and approval.

Application for UCSC Bus Charter Services

Business Information

Business Name: _____	
Address: _____ _____	
Business Phone: _____	FAX _____
Owner's Name: _____	
Manager's Name: _____	Manager's Phone: _____
Reservation Contact: _____	Reservation Phone #: _____
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.

Authorized Signature

Date

Bus Fleet Size: Limits of Travel

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

Application for UCSC Bus Charter Services

INDEMNIFICATION AND WAIVER

The bus charter company (“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 the UC Terms and Conditions of Purchase (“UC Terms”) located at - <https://www.ucop.edu/procurement-services/policies-forms/legal-forms-current/uc-terms-conditions-2-27-20.pdf>, which shall be updated from time to time in the University’s sole discretion.

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.

Signature: _____ Date: _____

Print Name: _____

Title: _____

Return completed application and copies of PUC Certificate and Certificate of Insurance via email.

<p>UNIVERSITY USE ONLY:</p> <p>AUTHORIZATION: FOLLOWING CONDITIONS MUST BE MET FOR APPROVAL TO BE EFFECTIVE: _____</p> <p>_____</p> <p>_____</p> <p>APPROVED BY: _____ DATE: _____</p>
--

Please allow at least 15 working days to approve the application after all required documents are received.