



## **Transportation Providers to the University of San Francisco Community - Bus, Shuttle, and Limousine Providers**

It is a University requirement to thoroughly vet a transportation provider to ensure their quality. Please fill out this form and [email it to Melissa Diaz](#), Director of Risk Management before chartering a vehicle.

For all transportation providers, the University has a minimum requirement that providers maintain insurance limits of \$5MM per occurrence for both Auto Liability and General Liability insurance purposes. Limits of \$10MM are required for passenger loads of 20 or more and/or interstate operations. The General Liability insurance must provide coverage for acts of sexual misconduct. University of San Francisco must be named as an Additional Insured on those policies. Workers' Compensation (state's minimum coverage requirements) and \$1MM aggregate Employer's Liability policies are required. Please provide a certificate of insurance noting applicable lines of coverage to Melissa Diaz, Director of Risk Management.

Please answer all of the following questions:

**Please provide Charter Company name and their contact email address:**

**Driver Screening:** Please describe what steps/techniques you use to be sure that any driver you hire and continue to employ meets certain minimal generally accepted standards as to driving record and experience. Does your company perform annual Motor Vehicle Record (MVR) checks and disqualify drivers for major/multiple offenses?

**Type Response Here:**

**Driver Training:** Please describe what steps/techniques you use to educate and train your drivers on appropriate driving practices when serving your clients.

**Type Response Here:**

**Commercial Driver's License:** Are all drivers qualified and have appropriate "Commercial Drivers Licenses" (or license for the appropriate vehicle being driven) from California (or any other state in which you provide services) and the applicable state Department of Transportation?

**Type response here:**

**Employee Status:** Please provide confirmation that all drivers are employees of your company, are not independent contractors, and that no work is subcontracted to other firms.

**Type response here:**

**Vehicle Maintenance:** Please describe what steps/techniques you use to be sure that your vehicles are maintained in a manner that helps assure safe transportation of customers, i.e. annual, monthly, daily vehicle maintenance and inspection checklists.

**Type response here:**

**DOT Safer Rating:** The Federal Motor Carrier Safety Administration (FMCSA) maintains several websites that provide easy access to valuable safety-related information. Does your company maintain statistics, including a safety rating of “satisfactory” with a FMCSA website? See more at: <https://www.fmcsa.dot.gov/safety/company-safety-records>.

**Type response here:**

**Accident/Emergency Policies:** What are the company’s policies for emergencies and accidents? Does your company place an emergency response kit in your fleet vehicles? What procedures does your company have in regards to the reporting of accidents both inside and outside of business hours?

**Type response here:**

**Satisfactory Ratings:** Does your company have a satisfactory rating on the U.S. Department of Transportation [SAFER database](#)? Those with a rating lower than satisfactory - the highest rating - should not be considered.

**Type response here:**

**Contracts:** Please provide a clear indemnity clause regarding how USF and the charter company will share in any claims or losses arising out of the vehicle rental. In addition, please provide a certificate of insurance noting the applicable lines of insurance as noted above. Will USF be named as an additional insured on its insurance policy?

**Type response here:**

**Insurance History:** Has any vehicle liability insurance carrier canceled or non-renewed your business auto liability insurance coverage in the last 5 years? What is the financial strength of your company's insurance carriers?

**Type response here:**