

## Chartering a Motor Coach

Request the company's DOT (Department of Transportation) number and MC (Motor coach Carrier) number. Use these numbers to check the carrier's safety rating with the DOT.

- Website: [safer.fmcsa.dot.gov](http://safer.fmcsa.dot.gov)
- Call Federal Motor Carrier Safety Administration at 1-800-832-5660 or 703-280-4001

DOT requires verification of the mc company's physical address. NEVER charter from a company with less than a satisfactory rating.

1. Have the company supply you with a Certificate of Insurance with an effective policy date.
  - \* The accepted level of insurance is a minimum of \$5 million combined, single-limit liability coverage.
  - \* If the company will not supply this to you, DO NOT BOOK WITH THEM!
2. Ask for references and check out the company with the BBB if you do not know their history.
3. Fleet size is important in the company's ability to supply alternate vehicles if needed. At least 15 coaches is a standard rule.
4. How old is the equipment? What shape is it in?
5. What amenities are available on the coaches?
6. Do they have their own maintenance facilities? How do they handle maintenance out of town? How do they handle break downs? Do they work with other companies for replacement coaches/drivers if needed?

Questions to ask if chartering....

Will the company handle the driver(s) lodging or do you need to handle and pay for it?

- It is always best to have the drivers staying with the group if possible.

Is the driver(s) tip included in the price?

Is the group responsible for tolls, parking fees, etc?

Is there the possibility of a fuel surcharge being added on prior to final payment?

Where will driver's changes take place if needed?

Federal guidelines allow driver to be on duty for 15 hours and only drive 12 total hours during those 15 hours. Keep this in mind when booking, arranging for driver changes, activities after a group arrives at their destination, total itinerary.

Sometime driver rooms must be booked an extra day (either arrival or departure day) in order for drivers to rest. Some attractions and restaurants will comp bus drivers. It's always best to ask and make sure your driver's are aware. Always take good care of your drivers and they will take good care of your group!!!