

**Transportation Providers to the Chapman University Community
Bus, Shuttle, and Limousine Providers**

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. Chapman University must be named as an Additional Insured on those policies.

The University also conducts due diligence on bus providers. Some of the questions asked include:

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 (MVR) and experience:

Response:

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

Response:

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

Response:

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

Response:

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.

Response:

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> .

Response:

Insurance History: Has any vehicle liability insurance carrier cancelled or non-renewed your business auto liability insurance coverage in the last 5 years? Explain.

Response: