

**Cabarrus County Schools
Motorcoach Contract Addendum**

This form must accompany all motorcoach agreements and contracts with motorcoach providers and groups associated with Cabarrus County Schools.

Organization or Group Name: _____

School Contact Person: _____ Phone: _____

Date of Trip: _____

Destination: _____

Number of passengers on trip: _____ (Allow 2 persons per seat)

Number of buses required: _____ Number of drivers required: _____

Itinerary (Use additional pages if necessary):

CONTRACT OPERATIONAL GUIDELINES:

Note: Any trip more than 550 miles should take more than 10 hours and, therefore, will require more than one driver. However, some trips less than 10 hours and, e.g. in rural or mountainous area – may require 10 hours or more. The “ten hour rule” begins for the driver when he begins driving the bus for this trip (i.e. leaving the bus terminal). Be sure that the contract includes the cost of an extra driver if the length of the trip requires an additional driver or includes the cost of providing an appropriate location for the driver to rest.

Name of Motorcarrier: _____ **DOT #:** _____

Cost of trip is based on ___ hourly, ___ mileage, ___ fixed rate or ___ other. Please complete the checklist above regarding charges and list the details of how charges will be billed below.

List all special driver accommodations, gratuity, or other costs.

Deposit and refund/cancellation policy:

Amount due at the time of the reservation: _____

Final Payment due of \$ _____ on _____ (Date).

List all other miscellaneous costs below: (taxes, permits, fees)

DRIVER:

Number of drivers required for trip: _____

For multiple drivers/bus:

How/when are drivers rotated? _____

Costs associated with drivers: _____

Driver/Motorcoach Documentation:

Upon arrival prior to the trip, the following documentation (driver's CDL, driver's DOT medical card, driver's duty status record logbook, vehicle registration, vehicle federal inspection documentation) is required to be reviewed by school officials and a short vehicle inspection will be conducted before motorcoaches will be allowed to leave on trip.

VEHICLES:

How much equipment/luggage (e.g. band equipment) is allowed:

Specific requirements for vehicles: (e.g. Handicapped accessible, large equipment storage, etc.)

Time buses are to arrive at school for departure: _____

Time buses are scheduled to depart from school: _____

Motor Carrier Representative Signature Date:

Principal of School Date:

Sponsor of trip Date:

Director of Transportation or Designee Date: