

Charter and Shuttle Bus Services Policy

1. Purpose

- 1.1 Boston University is committed to fostering a culture of safety for its students, faculty, staff and guests. To that end, this policy addresses requirements for all University shuttle and charter bus services and establishes a uniform procedure for the selection of bus service vendors while optimizing safety.

2. Covered Parties

- 2.1 This policy applies to all persons responsible for procuring bus services for University travel, whether for local or long distance trips.

3. Defined Terms

- 3.1 Charter bus services include all transportation services that are provided by bus vendors on a non-routine basis for the purposes of transporting Boston University students, faculty, staff and guests for University sponsored travel.
- 3.2 Shuttle bus services include all transportation services that are provided by bus vendors on a regularly scheduled basis and on a defined route for the purposes of transporting Boston University students, faculty, staff and guests.

4. University Policy

- 4.1 Bus services must be provided by a Boston University approved bus vendor who has been contracted by the University to provide such services. A current list of approved bus vendors can be found in the University's Procure-to-Pay guide, along with instructions for how to order services.
- 4.2 The exception to this policy is when vendors are specifically identified to provide services for events or activities that are externally coordinated including but not limited to NCAA championship games. In all instances the vendor is required to meet the University's acceptable standards for safety and risk avoidance.
- 4.3 Contracts with these pre-approved bus vendors have been negotiated to provide acceptable standards for safety and risk avoidance, terms and conditions favorable to Boston University, and (where applicable) discounted rates. Emphasis is consistently placed on safety, among other factors, in the vendor selection/approval process.

- 4.4 Bus services will be managed in accordance with this policy and approved vendors will be reviewed periodically (at least annually) to ensure:
 - 4.4.1 Safety of the operations
 - 4.4.2 Compliance with regulations
 - 4.4.3 Maintenance of acceptable ranking according to the Federal Motor Carrier Safety Administration’s Safety Measurement System
 - 4.4.4 Adherence to contractual terms and conditions

- 4.5 For academic student group charter trips, the responsible faculty member must provide a passenger roster and itinerary to their School / College dean and to the Office of the Dean of Students prior to the trip.

5. Responsible Parties

- 5.1 Parking & Transportation Services is responsible for contract compliance and overall vendor management.
- 5.2 Sourcing & Procurement is responsible for resolving invoice or customer service issues.

6. Related Policies and References

- 6.1 Boston University [Procure-to-Pay Guide](#)

7. History

Version	Section / Paragraph Changed	Changes Made	Effective Date
V.1	N/A	None, Original Version	