


**SOUTH COLONIE CENTRAL SCHOOLS
BUSINESS OFFICE**

TO: All Building Principals

COPY: Mr. Timothy Backus, Assistant Superintendent for Instruction
Ms. Sherri Fisher, Assistant Superintendent for Management
Services/Strategic Planner
Mr. Peter Tunny, Director of Transportation

FROM: Anjelieeque Martinez, Business Office Manager/District Treasurer 

RE: **CHARTER BUS SERVICE 2011-2012 SCHOOL YEAR**

DATE: July 21, 2011

The Board of Education has awarded three companies authorization to contract with the school district for charter bus service for the 2011-2012 school year. Each company has passed the district's safety criteria for buses and their drivers. Additionally, the bus companies have emergency procedures in place should the occasion arise. When planning a field trip or athletic trip not transportable by district school buses, you may contact your choice of the following vendors:

Brown Coach, Inc.
50 Venner Road
Amsterdam, NY 12010
(518) 843-4700
Fax (518) 843-3600
www.Browntours.com

Upstate Transit
207 Geyser Road
Saratoga Springs, NY 12866
(518) 584-5252
Fax (518) 584-1092

Yankee Trails World Travel
569 Third Avenue Ext.
Rensselaer, NY 12144
(518) 286-2400
Fax (518) 283-3279
www.yankeetrails.com

Trips should be planned as far in advance as possible, to insure the availability of buses. Each company has staff available to aid you in your planning process if needed.

Attached, for your convenience, is a "Charter Trip Request" form. This should be completed by the teacher, approved by the principal, forwarded to Peter Tunny at the Bus Garage for approval, and then sent to Mr. Backus at the District Office for approval by the Board of Education. **TRIPS CONTRACTED WITH ANY VENDORS OTHER THAN THE THREE LISTED ABOVE WILL NOT BE APPROVED BY THE BOARD OF EDUCATION.**

Additionally, a "Charter Bus Inspection Checklist" is attached for your use. For each trip that a charter bus is utilized, the Charter Bus Inspection Checklist must be completed and signed off on prior to departure. The completed form must be forwarded to the transportation department upon return.

Should you have any questions, please do not hesitate to contact me.

/db
7/21/2011
Fldr: Trans/charter/memos

**SOUTH COLONIE CENTRAL SCHOOL DISTRICT
102 LORALEE DRIVE
ALBANY, NEW YORK 12205
(518) 869-3576**

CHARTER BUS INSPECTION CHECKLIST

Items to be checked by authorized district representative, PRIOR to the trip.

Bus Company Name _____ Date: _____

Departure Point _____ Departure Time _____

Destination _____

Driver's Name _____ Driver's Date of Birth _____

Driver's ID Number _____

Bus Number _____ License Plate Number _____

Make _____ Year _____

DOT Sticker Number (Diamond Sticker Found on Windshield) _____

DOT Inspection Date (Diamond Sticker Found on Windshield) _____

Check to see if Pre-Trip Inspection was completed by driver _____

Company on Approved List Yes No

Walk Around Inspection with Driver Performed Yes No

Items Checked:

- | | | |
|---|-----|----|
| 1. Lights (Headlights, Clearance Lights, Tail Lights) OK | Yes | No |
| 2. Directionals OK | Yes | No |
| 3. Tires OK: No Flats, Proper Tread | Yes | No |
| 4. Visible Oil Leaks | Yes | No |
| 5. Wipers OK | Yes | No |
| 6. Horn Working | Yes | No |
| 7. Interior Appearance OK | Yes | No |
| 8. Exterior Appearance OK | Yes | No |
| 9. Emergency escape windows operable | Yes | No |
| 10. Safety Equipment (First Aid, Fire Extinguisher, Reflective Triangles) | Yes | No |

I have performed the state mandated Pre-Trip Inspection of this vehicle today and no defects were found.

Driver's Signature: _____

Authorized District Representative Signature: _____

District Person in Charge of Trip _____

Position _____ Cell Phone Number _____

RETURN COMPLETED FORM TO: SOUTH COLONIE CSD TRANSPORTATION DEPARTMENT, ATTN: PETER TUNNY, DIRECTOR OF TRANSPORTATION

**SOUTH COLONIE CENTRAL SCHOOLS
CHARTER TRIP REQUEST
2011-2012 SCHOOL YEAR**

FOR: BROWN COACH UPSTATE TRANSIT YANKEE TRAILS

SCHOOL _____ TEACHER _____

CLASS _____ # OF STUDENTS _____ # OF CHAPERONES _____

NUMBER OF BUSES _____ STYLE OF BUS: 47PX _____ 52PX W/VIDEO _____

DATE OF TRIP _____ DESTINATION CITY _____

PICK UP LOCATION _____ TIME OF PICK UP _____

EXPECTED ARRIVAL TIME AT DESTINATION _____

ITINERARY _____

DEPARTURE TIME FROM DESTINATION CITY _____

EXPECTED ARRIVAL AT ORIGINATION POINT _____

RESTS STOPS REQUIRED: GOING _____ RETURNING _____ NONE _____

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APPROVED BY _____ DATE _____
Principal

APPROVED BY _____ DATE _____
Transportation Director

APPROVED BY _____ DATE _____
Assistant Superintendent for Instruction

FAXED TO TRANSPORTATION PROVIDER TIME _____ DATE _____

CHARTER/INVOICE NUMBER _____ RATE PER COACH \$ _____

NOTES _____

ADDITIONAL SERVICES NEEDED:

Charters can obtain tickets to shows, attractions, make meal reservations, hotel reservations, and much more. If you would like bus tour department to help you with any of these items, please call Charter Company. There will be administrative charges added to ticket costs.

_____ Admissions to: _____ Meals at _____

_____ Tickets to _____ Hotel reservations at _____