

# Charter Preparations



## Charters vs. Schedules Routes

Driving a scheduled route to transport students to and from school has its own challenges, however deciding to opt to take on additional work transporting students to and from school related activities or taking on private charters adds new challenges.

Many of the challenges stem from familiarization issues such as not being familiar with the vehicle being used, the area the drive is traveling through, the destination, and the passengers. Remember the same challenges with familiarization extend to the passengers you are transporting. They may not be familiar with the same items as you, the driver.

Preparedness and communication will be key in having a successful, safe, and fun experience.

See below for a quick visualizations of challenges you may experience in driving scheduled routes and driving charters.

SCHEDULED ROUTES	CHARTERS
Same route every day	Different destination each trip
Same vehicle each trip	Possibly a different vehicle each trip
Area is familiar	Constantly reading signs, looking for landmarks
Stops and parking are predetermined	At times, may have to search for parking
Bus behavior/rules discussed with driver & pupils	Not always a clear understanding of rules and consequences.
Familiar with railroad crossings	Must be on the lookout for railroad crossings

## Documentation Checklists

- **Driver Documentation:**
  - Valid Driver License *(suitable to vehicle operated)*
  - Valid Medical Examiner's Certificate *(DOT Medical Card, if suitable to vehicle operated)*
  - Valid School Bus Certificate *(If suitable to vehicle/trip operated)*
- **Vehicle Documentation:**
  - Valid Registration(s)
  - Valid Insurance Card(s)
  - Valid Stickers *(Inspections, Registrations, IFTA)*
  - Vehicle Condition Reports *(Current and Previous)*
  - Approved Director of Safety Exceptions *(If required)*
- **Charter Documentation:**
  - Destination Information
  - Contact Information
  - Route Instructions *(Include alternate options/have even with use of approved navigation system)*
  - Fee Details / Resources *(Parking, Tolls, Admissions, Fueling, etc)*
- **Hazard and Emergency Documentation:**
  - Emergency Contacts *(Company On-Call, District/School, Dispatch, Towing, Emergency Services)*
  - Emergency and First Aid Policies and Procedures
  - Reporting Forms *(Accident, Evacuations, Hazard Reports etc)*

*Please check directly with your employer regarding the documentation you should have with you in the event of an accident or emergency as well as a copy of all pertinent charter and emergency policies.*