

CHARTER BUS

RESERVATION PROCESS



Procedures

Charter Bus Transportation provides efficient and economical service for groups. Departments in need of shuttle services for airport or conference transportation, student field trips, campus tours, athletic tournaments, or other group travel will need to utilize the charter companies on Essex County College's approved vendors' list. Buses can be booked for local or long-distance travel.

If your department is planning to schedule a chartered bus trip, please contact the purchasing department at purchasing@essex.edu. The purchasing department will request quotes and book reservations directly with the College's two approved providers. Purchasing is responsible for securing reservations with the desired vendor and confirming trip arrangements. The requesting department must submit a [Purchase Requisition in Banner](#) for the services.

To request charter bus services, please fill out the "[Charter Bus Request Form](#)."

We recommend that all requests for charter buses must be submitted more than **two months in advance** of the reservation date to allow time for quotes to be generated and to increase the likelihood of charter bus availability. Any changes must be made at least 72 hours in advance of the date of charter. Request for changes after this deadline may not be accommodated.

Recommendations

Attention: The bus driver shortages are impacting local charter bus companies, which means charter reservations arranged through the College are becoming increasingly challenging to fulfill. In some cases, these reservations cannot be accommodated. To help, we recommend following these tips when requesting a charter:

- ✔ **Book early:** Plan ahead and request your charter with as much lead time as possible. The companies handle the charter request on a first-come, first-served basis.
- ✔ **Consider the day of the week:** When selecting an event date, keep in mind that charter bus availability is typically better on weekends than weekdays.
- ✔ **Prepare a backup plan:** This is an ever-changing situation, so be sure to plan ahead in the event your charter is canceled due to driver shortages.

Instructions

1

The requesting department must complete the [Charter Bus Request Form](#) and email it to purchasing@essex.edu. Be sure to identify any special instructions, e.g. bathroom facilities, driver to wait on location for the return trip.

Submissions sent by email will not be booked unless accompanied by a completed Charter Bus Request Form.

2

Purchasing will evaluate the quotes that companies provide, select one of the service providers, and will notify the remaining companies that they have not been selected.

In some instances, including peak travel times, the two approved companies will be unable to accommodate requested transportation needs. Purchasing will attempt to book a bus with another company.

3

Purchasing will inform the requesting department of the quoted amount.

4

The requesting department will create a purchase requisition in Banner and ensure the requisition is fully approved.

Charter companies on Essex County College approved vendors list.

The two companies below meet Essex County College insurance requirements with documentation on file, Bid# 8140 opened on 5/26/22 and was approved by the Board of Trustees on 6/21/2022.

This contract agreement shall cover one (1) year with an option to renew for one (1) year period. Renewals may be exercised by the College in its sole discretion.

Coach USA

Community Coach 160 S. Route 17 North
Paramus, NJ 07652
Telephone Number: 201-225-7500
1-800-877-1888
Fax Number: 201-225-7501
communitycoach@coachusa.com
Tammy.Daniel@coachusa.com

Panorama Bus Tours

480 Main Avenue, Suite 8
Wallington, NJ 07057
Telephone Number: 1-888-593-5550
Fax Number: 973-470-9950
info@ptibus.com
hayley@ptibus.com

CHARTER BUS REQUEST FORM



Instructions: Please provide the following information to reserve a group bus.

Person Booking Travel/Paying for Travel

First Name:

Last Name:

Your email:

Phone number:

Department:

Date:

Departure Information

Event/Venue Name (Something unique to refer to the trip as):

Departure Date:

Departure Time:

Pickup Location:

Departure Information

Destination Location (Include Street Address, City, State, Zip Code):

Number of Buses:

Number of Travelers :

Special Instructions (include any additional information related to the trip in this section, including requested amenities (e.g. DVD player, restroom facilities, wheelchair ramp) or accommodations (e.g. driver needs to stay for the return trip):

Return Trip Information

Return Date:

Return Departure Time (include a.m. or p.m.):

Pickup Location (Include Street Address, City, State, Zip Code):

Drop-off Location (Include Street Address, City, State, Zip Code):

Special Instructions:

Bus Company

PLEASE ENSURE THAT PRICING INCLUDES PARKING AND TOLLS. AS PER BID# 8140 - ATHLETIC TRAVEL AND CHARTER BUS SERVICE.

Number of Buses:

Cost:

Special Instructions:

CONFIRMATION #

CONFIRMED WITH

DATE